

POSITION TITLE: Secretary

Job Description

1. Position Purpose

Library Secretary provide general operational services to accomplish the functions of the Learning Resources Center/ library. Specific duties are assigned as required by the Director and professional librarians.

2. Major Duties and Responsibilities

- Organizes and maintains books, periodicals and electronic resources.
- Operates services according to defined procedures, such as circulation of materials, interlibrary loan, and shelf management.
- Monitors the physical processing of newly acquired materials.
- Collects and prepares materials for binding and maintains binding records.
- Operates modules of the Library Information System for such purposes as preparing purchase orders, verifying and correcting discrepancies, and monitoring funds.
- Answers inquiries regarding basic LRC policies and procedures such as those relating to loan periods, fines, recalls, claims, holds, shelving, and borrowing.
- Sorts, packs, and unpacks materials and tracks materials shipped and received.
- Operates standard office computer hardware and software.
- Performs other reasonable duties as required.

3. Reporting Line

Secretaries are cross-trained so that each can carry out a variety of tasks and report to a variety of supervisors as needed. Secretaries report to either the Director or Associate Director of Library.

Some tasks may be under the direct supervision of one of the Librarians or a Library Technician, as specified by the Director or Associate Director.

4. Span of Control

As assigned by their supervisors, clerks may be responsible for direct monitoring of work of student assistants.

5. Qualifications

- B . A / High School diploma
- Proficient in speaking and writing in English.
- Ability to work effectively with a variety of patrons and LRC staff.
- Ability to lift and carry books and office equipment weighing up to 20 kilograms.
- Willingness and ability to accommodate flexible work schedules that may change from time to time and that may include working evenings and weekends.