

JOB TITLE	Administrative Secretary 2 – Library Services
DEPARTMENT	Library Services
LOCATION	Division Office
REPORTS TO	Library Coordinator
STAFF SUPERVISED	n/a
PROBATIONARY PERIOD	Three months

POSITION SUMMARY

The Administrative Secretary provides support to the Library Services Coordinator. In addition to carrying out Administrative/Secretarial duties for the Library Services Coordinator, the Administrative Secretary supports the curriculum needs of Division staff through the circulation of library resources. The Administrative Secretary enhances the connection between library resources and Division staff through the promotion of library resources and services. The Administrative Secretary ensures the efficiency of Library Services by maintaining the routing, shelving and filing systems. The incumbent demonstrates excellent interpersonal and customer relations skills on the phone, email and in person.

QUALIFICATIONS

Education

- Grade 12
- One year post-secondary secretarial and/or business training from a recognized educational institution.

Experience

- Two years administrative experience.

Knowledge, Skills and Abilities

- Proficiency in a variety of computer applications in a network environment requiring the use of word processing functions, spreadsheets, presentation software and database applications.
- Excellent written and verbal communication skills.
- Strong organizational and time management skills.
- Excellent interpersonal and customer relations skills.
- Ability to establish and maintain effective working relationships with Division staff and the general public.
- Ability to exercise initiative and judgment in determining work priorities in a fast-paced work environment and to work with minimal direct supervision.
- Ability to work independently and collaboratively with others in a participative environment.

DUTIES AND RESPONSIBILITIES

General Administrative support for the Library Services Coordinator

- Provides confidential administrative/secretarial support to the Library Services Coordinator such as composing and editing correspondence and memoranda from dictation or verbal direction.
- Processes various administrative records, enters information on computer and organizes and maintains office files.
- Arranges meetings, travel and accommodations for the Library Services Coordinator, Library Assistant and school library staff.
- Demonstrates excellent interpersonal and customer relations skills.
- Shelves library materials.
- Assists Administrative Secretarial staff with incoming/outgoing Division mail, switchboard and reception relief.

Library Resource Maintenance

- Maintains computerized circulation of central library collection and records.
- Processes overdue material.
- Maintains claims and routing systems for periodicals.
- Receives materials from school library and Library Services' orders. Follows up on any discrepancies, back orders and cancellations.

Communication & Promotion

- Creates listing of new materials and circulates to Division schools and staff.
- Conducts searches of the library database and provides response.
- Organizes, promotes and circulates theme kits and displays to Division schools and staff.
- Sets up library displays for Frontier School Division events.

Performs other duties as assigned.

CONTACTS

Division, Area and school personnel

External agencies

Community members

WORKING CONDITIONS

General office conditions.

This is a 12 month per year position.

PHYSICAL AND VISUAL REQUIREMENTS

Ability to lift boxes (up to 15 kg), manoeuvre book trucks (full of resources), shelve and shift resources, distribute and maintain AV equipment.

Keyboarding approximately 70% of the time.

EQUIPMENT USED

Computer equipment and peripherals

Library software and barcode equipment

Audio visual equipment

General office equipment