

## Job Description

<b>Job Title:</b>	<b>Library Clerk: Payroll</b>
<b>Department:</b>	Library, Circulation Services
<b>Reports To:</b>	Manager, Lending Services
<b>Jobs Reporting:</b>	N/A
<b>Salary Grade:</b>	USG 4
<b>Effective Date:</b>	July 1, 2018

### **Primary Purpose**

The Library Clerk: Payroll is responsible for coordinating the payroll function for casual and student staff in the Circulation Services department. The incumbent is also responsible for maintaining attendance records for permanent staff, ordering supplies for Circulation Services staff in Porter Library, and processing urgent requests for patrons. The incumbent also provides circulation services to library patrons.

### **Key Accountabilities**

#### **Payroll responsibilities**

- Ensure that the processes associated with hiring student staff are completed accurately and with confidentiality
- Plan for and provide timesheets for student staff
- Record hours worked by student staff on a weekly basis in a database maintained by the incumbent.
- Submit hours worked by student staff to the university's payroll department on a bi-weekly basis
- Ensure that this information is tracked accurately for transfer into the Circulation Services budget
- Reconcile the amounts charged by University Payroll with the amounts that have been submitted to Payroll, and resolve, in consultation with others where appropriate, any problems that arise
- Communicate, and provide training where appropriate, to casual staff and their supervisors on changes related to payroll procedures
- Provide back-up support to other Library departments for payroll activity

#### **Other duties specific to this position**

The incumbent has primary responsibility at the Porter Library part of the department for the following, and provides back-up for these duties to the Davis Library part of the department:

- Maintains levels of regularly needed supplies and works with staff to source and obtain other needed items. Reconciles supply orders with billing.
- Ensures accurate and timely entry and maintenance of permanent staff attendance records, including the annual processes of creating new staff timesheets and rolling over information from the previous year
- Processes urgent patron requests for print materials

#### **Shared department duties and contributions**

All staff are expected to support the work of the department and the Library by:

- Identifying and bringing forward issues that impede our services to users
- Supporting colleagues as members of the same department team, by learning and maintaining skills to help out in other areas in extenuating circumstances in order to ensure the smooth operation of the department

## Job Description



- Participating in working groups and committees, as time permits, in order to contribute to continuous improvement in the department and the Library
  - Supporting and advancing the Library's strategic directions to further the Library's contribution to the campus strategic themes
  - Practicing a wide variety of client service skills, such as: patience; attentiveness; positive language; inclusivity; willingness to learn; and willingness to problem-solve on behalf of library patrons
- Shares in the provision of circulation desk services**
- Typically works four 2-hour circulation desk shifts per week
  - Responsible for providing an enhanced level of circulation desk service that includes directional support for guiding users to library research tools and other services
  - Participates in providing evening, weekend, and weekend-evening back-up coverage for desk

### Required Qualifications

#### **Education**

- High School graduate
- Post-secondary education or equivalent experience is an asset

#### **Experience**

- Experience in library operations, particularly knowledge of circulation and/or payroll processes, is an asset.

#### **Knowledge/Skills/Abilities**

- Proven ability to adhere to detail-oriented technological processes requiring an exceptionally high accuracy rate
- Proven ability to relay detailed processes in a clear and organized manner
- Proven excellent communication and interpersonal skills with a strong commitment to team environment dynamics, and with the ability to contribute expertise
- Demonstrated commitment to excellent customer service
- Demonstrated organizational skillsets and the ability to plan, track and report work independently
- Be a proven self-starter with demonstrated ability to think critically in order to resolve problems quickly and accurately
- Demonstrated ability to quickly learn new technologies
- Technical
  - Basic Word
  - Intermediate Excel
  - Email
- Working in and navigating web-based software applications

### Nature and Scope

- **Contacts:** Internally communicates with department staff, Library Office, Library Facilities, Central Stores, HR: Payroll, and Procurement. External contacts include supplies vendors.
- **Level of Responsibility:** Responsible for accurate completion of bi-weekly and monthly payrolls for approximately 35 hourly paid employees. Administers a specialized function within the department. Maintains confidential information. Works with minimal amount of supervision.
- **Decision-Making Authority:** Independent judgement of time management, task prioritization, and decision making to meet payroll schedule deadlines.
- **Physical and Sensory Demands:** Ability to deal with frequent interruptions and distractions. High level of attention to detail necessary. Moderate lifting and carrying of library materials is required.

## Job Description



- 
- **Working Environment:** Ability to deal with stress related to deadlines. Possibility of dealing with upset individuals. During Winter and Fall terms, the incumbent may be required to work an evening or weekend shift, which includes supervising the work of student staff. During Spring term, the incumbent will participate in an on-call schedule to cover weekend supervisor absence and vacation.