

rec. Nov. 28/08

ADMINISTRATOR – DERRY BYRNE RESOURCE CENTRE

CUPE 2357 - Level 4

CORE FUNCTION:

Under the supervision of the Resource Centre Supervisor, the Administrator provides curriculum support materials to elementary teachers; organizes and maintains the library; provides administrative assistance to the supervisor; controls a refreshment budget and coordinates the sale and distribution of Board curriculum documents; and performs other related duties, as assigned by the supervisor.

MAIN DUTIES:

Provides curriculum support materials to elementary teachers:

- researches and identifies materials on a subject, as requested by the teacher(s)
- advises on choice of novels circulated to elementary schools
- maintains a yearly calendar of requested material

Organizes and maintains the library:

- tracks the circulation of material in and out of the library
- receives and enters new/returned material and shelves it accordingly
- retrieves requested material, checks it out and forwards it on

Provides administrative assistance to the supervisor:

- responds to requests from the supervisor, daily

Controls refreshment budget:

- orders supplies, invoices departments and pays accounts
- reserves rooms; provides AV equipment, etc.

Coordinates the sale and distribution of Board curriculum documents:

- keeps copies of curriculum documents
- responds to requests for such

Performs other related duties.

SUPERVISION:

There is no supervision of staff

QUALIFICATIONS:

- **Secondary school**
- **2 year Community college diploma – i.e. Library Technician diploma**
- **2 years of related experience**
- **Knowledge of Librarysoft, Office 2000**
- **Excellent organizational, interpersonal, oral and written communication skills**

Individuals with an equivalent combination of education and experience may also be considered.