



JOB DESCRIPTION

JOB TITLE	Media Distribution Clerk (<i>formerly Media Technician</i>)
JOB GROUP	CUPE 4222 A
LEVEL	A
DEPARTMENT	Learning Support Services, Library Services
SUPERVISOR	Supervisor, Library Automation and Resources

POSITION SUMMARY

The Media Distribution Clerk is responsible for shipping, receiving and maintaining the centrally held collection of videos, kits, novels, sheet music and other media resources of the board.

DUTIES AND RESPONSIBILITIES

- Check materials for good repair and distribute orders for pick-up or delivery.
- Receive and file returned materials and check to ensure all materials are returned in good order.
- Maintain and repair media: rewind tapes, staple and tape books, repair box kits and label resources.
- Perform regular inventory of resources.
- Organize and clean materials.
- Assist with the layout of the storage facility.

EDUCATION

Completion of OSSD or equivalent.

EXPERIENCE

Related work experience is an asset.