

OTHER RESPONSIBILITIES AND DUTIES

- 1.0 Maintain computer network backup system.
- 2.0 Install accounting program update files, as required.
- 3.0 Prepare monthly bank reconciliation and submit to Secretary-Treasurer for approval
- 4.0 Maintain divisional divisional resource lending library and co-ordinate the circulation of resource materials.
 - 4.1 Order resource materials, upon request, using approved purchasing procedures.
 - 4.2 Catalogue resource materials using approved computerized library system.
 - 4.3 Circulate information bulletins about library holdings.
 - 4.4 Respond to inquiries from division personnel about library holdings
 - 4.5 Maintain library circulation records.
 - 4.6 Maintain orderly display of all library materials.