

BENCHMARK POSITION NUMBER: 3 CLASSIFICATION LEVEL: 2
 SECTION TITLE: ADMINISTRATION EFFECTIVE DATE: _____
 POSITION TITLE: FILM CLERK SUPERVISOR'S TITLE: _____
 POSITION NUMBER: _____ SUPERVISOR'S LEVEL: _____

SUMMARY:

Under the supervision of the Information and Cultural Affairs Officer, operates the film library; organizes and co-ordinates the distribution and showing of films; and performs other duties.

DUTIES:% OF TIME

(1) Operates the film library by: 60%

- maintaining an inventory record of approximately 500 films on a card index and adds or deletes as necessary,
- replying to telephone and written enquiries on the availability of films, the subject matter of the films, and the suitability of the films for the particular film showing and recommending alternate films,
- repairing and cleaning films,
- providing maintenance, proper care, repair and storage of film projectors, screens and other film equipment,
- withdrawing and destroying films as instructed by the National Film Board,
- assisting the information clerk in the preparation of the quarterly reports for the Information Division of External Affairs and the National Film Board of Canada indicating the number of films used, the number of screenings and the number of viewers,
- recommending new acquisitions to the supervisor and by reporting to him any potential area of improvement for the film library.

(2) Organizes and co-ordinates the distribution and showing of films by: 35%

- assisting the Information clerk in the preparation of films,