

JOB DESCRIPTION

Position: Library Technician

Position Summary: Under the supervision of the Director of Instruction – Curriculum/Administrator, implement an integrated library program, develop policy and procedures for Elementary/Secondary School libraries, and carry out a variety of projects to ensure the effective implementation of an automated library program.

POSITION DUTIES

RESPONSIBILITIES

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| 1. Cataloging/
Classification | <ul style="list-style-type: none"> • perform subject analysis • evaluate, modify and create MARC records • edit and input data to computerized databases in accordance with established cataloging practices • maintain computer programs including back up, program updates, etc. |
| 2. Collection | <ul style="list-style-type: none"> • assign numbers and notations to collection • assist with selection of library materials |
| 3. Training | <ul style="list-style-type: none"> • instruct teacher librarians and library assistants in the purpose and application of library practices including cataloging and classification of MARC records • develop district policies and procedures for cataloging and classification |
| 4. Process and Circulate
Resource Materials | <ul style="list-style-type: none"> • prepare resource materials for circulation including labeling, laminating, taping spines, etc. • circulate resources, check, repair, and shelve returned materials • assist students and staff in the selection and location of materials |
| 5. General Clerical | <ul style="list-style-type: none"> • responsible for general clerical duties including preparing purchase orders, receiving and verifying invoices and the delivery of goods • maintain a variety of files and records • receive and receipt monies • prepare materials including correspondence, forms, overdue lists, etc., using a variety of computer programs • respond to inquiries and provide general information • take inventory |

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| 6. | Supervise Students | <ul style="list-style-type: none"> • explain library procedures to student monitors • monitor students' behaviour |
| 7. | Communication | <ul style="list-style-type: none"> • communicate with staff, students and others and provide information of a detailed or specialized nature • maintain confidentiality of information |

Other comparable or transient duties which are within the areas of knowledge and skills required by the job description may also be assigned.

Qualifications, Fitness and Ability

Completion of Grade 12 plus two-year diploma in Library Technology from an accredited Library and Information Technology program.

Typing 50 wpm.

Proven ability to operate a computer with word processing, database, spreadsheet and communication applications.

Demonstrated excellent organizational skills.

Demonstrated ability in training staff.

Demonstrated ability in cataloguing and classification of library materials.

Demonstrated ability to communicate effectively, both orally and in writing with students, employees and the public.

Excellent clerical skills.