POSITION TITLE: LIBRARY TECHNICIAN

Reports to:  
Directly: Library Consultant  
Indirectly: Superintendent of Human Resources

General Description:  
The Library Technician is responsible for the organization and maintenance of the Resource Centre including a variety of clerical duties and the provision of patron services to school and division office staff.

Required Commitment:  
The Library Technician will demonstrate adherence to the Guiding Principles of the Division: Catholicity, Stewardship, Learning, Inclusiveness, Empowerment and Celebration. As well, the Library Technician shares the Division’s Mission to “Create Hope by fostering learning and honouring diversity.”

Required Education, Knowledge, Qualifications and Experience:  
• Grade 12 diploma  
• 2 year Post-secondary Library and Information Technology Diploma  
• Computer literacy – in circulation and cataloguing  
• Computer literacy – Microsoft Word and Excel  
• Related training or experience in the field of education would be a definite asset.

Required Skills and Abilities:  
Demonstrated capability and performance in the areas of:  
• Ability to learn library and cataloguing programs such as Library World or Precision  
• Team building and collaboration  
• Working with minimal supervision  
• Organizational skills  
• Interpersonal and communication skills  
• Initiative and adaptability  
• Prioritizing multiple demands  
• Familiarity with arrangement of libraries (i.e. Dewey Decimal and Fiction order)

Supervision of Staff:  
This position does not involve the supervision of staff.

Duties and Responsibilities:  
Without restricting the general description above, the Library Technician shall perform such duties and responsibilities as may be assigned including but not restricted to the following:

• Be willing to engage in lifelong learning with respect to training, inservice and courses of study;  
• Conduct oneself in a manner appropriate to an educational institution that provides services to teachers;  
• Create and maintain a catalogue of all resources in the Division;  
• Be knowledgeable and supportive of Board policies;
• Provide reference services including use of major dictionaries, encyclopedias, almanacs, indexes, handbooks, directories, yearbooks and data bases;
• Assist the Division in the acquisition of resources;
• Process resource material (shelving, filing, laminating, repairs, etc.);
• Take regular inventory of resources;
• Maintain computer-based circulation and cataloguing;
• Assist in public relations, including visual displays;
• Compile and send out overdue letters to staff;
• Attend staff meetings as required.

Judgment, Independence and Client Contact:

• Confidentiality
  A Library Technician is expected to respect the confidential nature of the position by avoiding discussion about any topics that are not formally communicated to the public by the administration of a school or the school division. Breaching confidentiality is a serious violation of acceptable conduct.

• Independence
  A Library Technician is expected to work independently

• Working Jointly with Other Staff on Common Assignments to Tasks
  This position involves working jointly with the School Library Consultant, other staff, teachers and school and division based administration.

• Responsibility for Quality of Assigned Work:
  The employee is under routine supervision and is responsible for the quality of the work and is expected to seek clarification and direction on any matters of concern. The ability of teachers to access required educational resources is dependent on the quality of the work.