



FRONTIER SCHOOL DIVISION POSITION DESCRIPTION
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JOB TITLE	Library Assistant
CLASSIFICATION	
DEPARTMENT	Library Services
LOCATION	Division Office
REPORTS TO	Library Coordinator
STAFF SUPERVISED	n/a
PROBATIONARY PERIOD	Three months
EFFECTIVE DATE	

POSITION SUMMARY

The Library Assistant supports information and resources management for school libraries in Frontier School Division. They are responsible for maintaining the productive day to day workflow of the Library Services cataloguing and processing department. The Library Assistant uses their technical skills to ensure the quality of the cataloguing and processing for the school libraries as well as the Division Office library. The incumbent travels to schools to conduct in-house training and assistance with library and AV equipment inventory and maintenance. Through the preparation of the quarterly newsletter the Library Assistant promotes learning opportunities and communication for Division library staff.

QUALIFICATIONS

Education

- Library Technician Diploma.

Experience

- None required.

Knowledge, Skills & Abilities

- Excellent verbal and written communication skills.
- Excellent interpersonal skills.
- Excellent time management skills.
- Ability to work independently and collaboratively with others in a participative environment.
- Ability to work well with Division office staff, teachers, administration, and public.

DUTIES AND RESPONSIBILITIES

Information Resource Management

- Answers cataloguing and processing questions or concerns from the Library Technician, student volunteers, etc. working in Library Services or at the school level.
- Inputs data for computerized records
- Exports computerized catalogue records in different formats (disc, eboard, email)

- Catalogues, processes, checks and packs school resources
- Suggests and promotes quality resources to the Library Specialists
- Performs reference searches for Division staff using the chosen methodologies of Library Services (Internet searches, Websites, Wholesalers, Library Software)
- Assists, as required, Frontier School Division staff in using technologies and resources for research purposes i.e. WorldBook online, Ebscohost - periodical databases, newspaper articles.

Library Services Assistance

- Assists in the preparation of school collections for computerization and inventory
- Provides assistance and training for Library Specialists in AV equipment maintenance and inventory
- Participates in the hiring and evaluating of the library technician, and/or volunteers working in the cataloguing and processing department of Library Services
- Requisitions, maintains and monitors use of central office library supplies and AV equipment

Communication opportunities

- Researches and writes a quarterly newsletter for Frontier School Division library staff
- Provides website updates to Divisional technology staff for the Library Services webpage (i.e. checking links, adding/updating webpage information)

Performs other duties as assigned.

CONTACTS

Divisional Library Services staff
 School Staff
 Community members
 External agencies

WORKING CONDITIONS

General office conditions
 This is a 12 month per year position

PHYSICAL AND VISUAL REQUIREMENTS

Physical demands include lifting boxes (up to 32 kg), manoeuvring book trucks (full of resources), and shelve & shift resources
 Visual concentration and repetitive keyboarding tasks approximately 70% of the time

EQUIPMENT USED

General office equipment
 Personal computer and a variety of software packages
 Library software and barcode equipment
 Audio visual equipment

APPROVED

	March 9, 2012
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Signature, Chief Superintendent

Date

	March 9, 2012
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Signature, Secretary-Treasurer

Date

	March 9, 2012
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Signature, Human Resources Coordinator

Date