

JOB TITLE	Library Technician
DEPARTMENT	Library Services
LOCATION	Division Office
REPORTS TO	Library Services Coordinator
STAFF SUPERVISED	n/a
PROBATIONARY PERIOD	Three months

POSITION SUMMARY

The Library Technician provides information and resources management for school libraries in Frontier School Division. The incumbent provides education and experience to ensure our schools receive quality cataloguing and information management. Through programs such as the Library Services e-board the Library Technician increases the productivity of school library staff by providing resources for them to search for documents and information as well as exchange ideas.

QUALIFICATIONS

Education

- Grade 12
- Library Technician Diploma

Experience

- None required.

Knowledge, Skills and Abilities

- Excellent verbal and written communication skills.
- Excellent interpersonal skills.
- Excellent time management skills.
- Ability to work independently and with minimal supervision.
- Ability to work well with Division office staff, teachers, administration, and public.

DUTIES AND RESPONSIBILITIES

Information Resource Management (for Frontier Schools)

- Inputs data for computerized records.
- Exports computerized catalogue records in different formats (disc, e-board, email).
- Catalogues, processes, checks and packs school resources.
- Suggests and promotes quality resources to the Library Specialists.

Communication opportunities

- Monitors and updates the e-board to facilitate interaction and discussion between library specials via discussion groups.
- Maintains online access to general Library Specialist correspondence.

Information Resource Management (for Frontier School Division)

- Applies the internal reference methodologies used by Library Services (internet searches, websites, wholesalers, Library software).
- Implements the technologies and resources used by Library Services for research purposes (WorldBook, Ebscohost - online periodical databases, newspaper articles).

Performs other duties as assigned.

CONTACTS

Division and School personnel
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), maneuvering 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.