

LIBRARY TECHNICIAN III

PURPOSE:

This position is responsible for the maintenance and general operation of the resource centre, the supervision of staff and includes responsibility for providing effective patron services to division personnel.

DUTIES AND RESPONSIBILITIES:

- ⇒ Perform daily circulation duties, maintain shelves and materials in proper order, and ensure work areas are neat.
- ⇒ Perform cataloguing services, ensuring consistency and accuracy of the cataloguing of print and audio visual materials.
- ⇒ Perform routine clerical and support functions.
- ⇒ Respond to patron requests and inquiries and provide laminating/binding services.
- ⇒ Assist teachers in the advance preparation of materials for reading and research periods, units of work and resource-based learning.
- ⇒ Assist in the location and use of resource centre materials.
- ⇒ Input, edit, and maintain authority files and cataloguing information in the library databases.
- ⇒ Work with teacher librarians and other library staff to maintain circulation and cataloguing protocols.
- ⇒ Serve as a resource person for libraries in the area of library automation.
- ⇒ Travel to other schools as required supporting library staff and advising them on possible solutions to cataloguing or library related issues.
- ⇒ Facilitate and attend meetings as required.
- ⇒ Work with the teacher librarian and other staffs for the acquisition of curriculum related resources for the resource centre and process new materials as required.
- ⇒ Instruct and supervise volunteers in the resource centre.
- ⇒ Shelf, repair, and weed materials as necessary and prepare weeded materials for sale or recycling.
- ⇒ Must comply with any and all applicable Board guidelines, policies and practices, guidelines, and legislation and regulatory requirements.
- ⇒ Perform other related duties as assigned.

QUALIFICATIONS:

EDUCATION, TRAINING & EXPERIENCE:

- ⇒ Typically the required knowledge, skills and abilities are obtained through successful completion of Grade 12 coupled with a post-secondary Library Technician diploma or certificate from a recognized institution as approved by the Board of Education.
- ⇒ A minimum of three (3) years experience in an automated library setting
- ⇒ Familiarity with the L4U Kelowna Software would be a definite asset.

REQUIRED LICENCES, CERTIFICATIONS & REGISTRATIONS:

- ⇒ Must possess and maintain a valid driver's licence.

KNOWLEDGE, SKILLS & ABILITIES:

- ⇒ Detailed knowledge in the operation and basic maintenance of automated library systems.
- ⇒ Ability to code according to MARC standard.
- ⇒ Ability to work independently with minimal on-site supervision demonstrating sound judgement and decision making skills to ensure quality of work meets expected standards.
- ⇒ Ability to establish and maintain effective working relationships with all staff, students and the public exercising excellent interpersonal and communication skills.
- ⇒ Ability to prioritize multiple demands.
- ⇒ Ability to make oral group presentations.
- ⇒ Knowledge of and ability to operate within Board policies and procedures.
- ⇒ Ability to plan and organize the activities of employees and to train, supervise and motivate employees.
- ⇒ Ability to maintain accurate records and documentation and provide recommendations to the teacher librarian.
- ⇒ Ability to understand and carry out oral and written instructions.
- ⇒ Detailed knowledge of current computer systems and software associated with the duties and responsibilities of this position.
- ⇒ Ability to conduct oneself in a manner appropriate to an educational institution that provides services to children including demonstrating strict attention to confidentiality of school operations and student information.

ADDITIONAL INFORMATION:

- ⇒ A security background check including both a Criminal Record Check and a Vulnerable Sector check will be required
- ⇒ Must participate in applicable safety and job-related training, in-service or courses of study.

CONCLUSION:

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the job if the work is similar, related or a logical assignment to the job.

The job description does not constitute an employment agreement between the Board of Education and the employee and is subject to change by the Board of Education as the needs of the Employer and requirements of the job change.

**SASKATCHEWAN RIVERS SCHOOL DIVISION EMBRACES THE FOLLOWING
VALUES AND BELIEFS:**

- **Everyone is a Learner**
- **Excellence for Every Learner**
- **Lifelong and Continuous Learning**
- **Health, Safety and Wellness**
- **Accountability, Honesty, Integrity and Respect**
- **A Positive, Healthy and Enjoyable Work and Learning Environment**
- **An inclusive and diverse workforce and student population**

Saskatchewan Rivers School Division Employees are expected to be exemplary role models at all times.