



ELEMENTARY/SECONDARY PANEL _____ GROUP _____ PD No. D6005
 Division, Department or School

PRINCIPAL, D1537 _____ TITLE LIBRARY TECHNICIAN
 Title of Immediate Supervisor - Code No.

FUNCTION

This position performs moderately complex library tasks in a school library environment, with minimal supervision. Provides library expertise to the school, including technical and clerical functions. May be responsible for all aspects associated with the operation of a school library.

DUTIES

1. Maintains manual and/or automated card catalogue, and circulation. Prepares lists of reference sources and general information on the various materials available.
2. Prepares new books and paperbacks for use, performing minor repairs to damaged inventory, shelving, researching for bibliographies and student projects and coordinating magazine acquisition and use.
3. Provides instruction to and assists staff and students with library materials and computerized library automation technologies, such as CD-ROM, Internet access, etc.
4. Selects clips and assigns subject headings to materials.
5. Is responsible for inventory analysis and gathering library usage statistics (e.g., circulation).
6. Prepares lists of overdues, catalogue cards, bibliographies, on computer.
7. Performs clerical duties including bookkeeping department accounts, reconciling to financial reports, screening orders for duplication, setting up library displays and bulletin boards.
8. Performs communication duties including reception by phone or in person, responding to questions covered by procedure/precedent, preparing routine correspondence, pricing and expediting orders through suppliers.
9. Monitors students and/or volunteers in the library.
10. Orders and ensures return of films and other educational media resources as required.
11. Performs other related duties as assigned.

QUALIFICATIONS

High school diploma and a two year post-secondary diploma in library science. A minimum of two years related experience in a library. An equivalent combination of directly related education and directly related experience may be considered. Supervisory experience is an asset. Demonstrated effective organization and communication skills required. Must be able to work independently and make library-related decisions. Ability to use tact and discretion to obtain cooperation and understanding from students and staff. Personal suitability.

