

LIBRARY TECHNICIAN II

PURPOSE:

This position performs a variety of library related duties as well as cataloguing and classifying of resource centre materials. Working in cooperation with administration, teaching staff and other library staff, this position oversees the day-to-day operation of resource centres or provides support to other resource centres to ensure well organized and accessible library collections.

This position reports directly to the Principal and indirectly to the Superintendent of Schools.

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.
- ⇒ Compile and print overdue letters to staff and students.
- ⇒ Perform or assist with the acquisition of library resources and inform staff and students of newly acquired resources.
- ⇒ Input, edit, and maintain authority files and cataloguing information in the library databases and perform an annual computer based inventory of all resources in the automated database.
- ⇒ Travel to other schools as required supporting library staff and advising them of possible solutions to cataloguing or library related duties.
- ⇒ Assist teachers and students with the location, use and gathering of resource centre materials and with library research skills.
- ⇒ Collaborate with other library staff to share best practices to maintain the integrity of library services and systems
- ⇒ Serve as a resource person for libraries in the area of library automation.
- ⇒ Instruct and supervise volunteers and assist in the supervision of students in the resource centre.
- ⇒ Assist with the weeding of materials from the resource centre using appropriate methods and prepare weeded materials for sale or recycling.
- ⇒ Prepare displays of interest for staff and students on a seasonal, thematic, or project basis.
- ⇒ Comply with any and all applicable Board Policies, guidelines and practices, 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.
- ⇒ Familiarity with the Insignia Software would be a definite asset.

REQUIRED LICENCES, CERTIFICATIONS & REGISTRATIONS:

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

KNOWLEDGE, SKILLS & ABILITIES:

- ⇒ Working 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.
- ⇒ Knowledge of and ability to operate within Board policies and procedures.
- ⇒ Ability to plan and organize the activities of volunteers and students.
- ⇒ Ability to maintain accurate records and documentation and prepare clear, concise reports.
- ⇒ Ability to understand and carry out oral and written instructions.
- ⇒ Working knowledge of current technology 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 training, work-related professional development, in-service, or courses of study.

CONCLUSION:

The duties and responsibilities 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 role expectations if the work is similar, related, or a logical assignment to the position.

The position 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 position change.

**SASKATCHEWAN RIVERS PUBLIC 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 Public School Division Employees are expected to be exemplary role models at all times.