

A. JOB IDENTIFICATION:

TITLE: LIBRARY TECHNICIAN

DEPARTMENT: CURRICULUM

IMMEDIATE SUPERVISOR: PRINCIPAL OF CURRICULUM

B. JOB SUMMARY:

Under the direction of the Principal of Curriculum, the successful candidate will perform a variety of responsibilities to ensure libraries are organized according to Board and school standards. The technician will provide general library services to students and staff. The library technician will perform duties such as descriptive cataloguing and administrative functions associated with the library.

C. DUTIES AND RESPONSIBILITIES:

- Organizes and provides classification of subject and descriptive cataloguing of library books and materials according to the school's computerized Dewey system and Board procedures.
- Encourages the use of library services. Advises users on subject, content and suitability of materials.
- Keeps and maintains inventory of library books and materials.
- Provides circulation and general library services to students and staff.
- Promotes authors, books and special events.
- Makes labels and cards for library books and materials.
- Inspects, maintains and repairs library books and materials.
- Receives, distributes and orders library books and materials as required.
- Co-ordinates volunteers' activities and schedules school visits.
- Organizes physical layout of library as required and maintains orderly library.
- Operates equipment such as computer, printer, photocopier, telephone etc...
- Performs administrative duties associated with the library and other responsibilities as assigned by the supervisor.
- Travel will be required

D. QUALIFICATIONS:

- Ontario Secondary School Diploma.
- Diploma in Library Technology and a minimum of 6 months experience.
- Basic knowledge of various data processing techniques.
- Excellent organizational and interpersonal skills.
- Must possess a vehicle and a valid driver's license.

Incumbent Signature

School Principal