

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:

- Organize and classify library books and materials by Dewey decimal classification using library software and according to accepted library procedures and rules.
- Encourage the use of library services. Advise users on subject, content and suitability of materials.
- Ensure the school library is organized according to Board and school standards.
- Keep and maintain inventory of library books and materials.
- Provide general library services to students and staff. Advise school in setting up circulation systems.
- Promote authors, books and special events.
- Print labels and cards for library books and materials and maintain library supplies.
- Inspect, maintain and repair library books and materials.
- Receive, distribute and order library books and materials as required.
- Train and mentor library volunteers.
- Organize physical layout of library as required and maintain orderly library.
- Operate equipment such as computer, printer, photocopier, telephone, etc.
- Perform administrative duties associated with the library and other responsibilities as assigned by the supervisor.
- Travel to schools will be required.

D. QUALIFICATIONS:

- Ontario Secondary School Diploma.
- Diploma in Library Technology with a minimum of 6 months experience.
- Excellent computer skills and familiarity with data processing techniques (Microsoft Office, Excel, Word, Microsoft Outlook).
- Excellent organizational and interpersonal skills.
- Must possess a vehicle and a valid driver's license.

Incumbent Signature

School Principal