

TITLE: DISTRICT LIBRARY TECHNICIAN

#159

SECTION: Director of Education, K-12

REPORTS TO: District Principal

SUMMARY

Under the general direction of the District Principal, or designate, manages Library Clerks as required. Maintains appropriate library standards and facilitates and supports the automated library system; catalogues and classifies school and district learning resource centre materials.

DUTIES

1. Manages and maintains the district library automation system and facilitates the organization and maintenance of the district's learning resource collections.
 2. Provides technical support to users of district library automation system through investigation, problem solving, and solution development; performs appropriate modifications or recommends corrective actions at locations throughout the district.
 3. Coordinates, directs and provides technical guidance, scheduling and training for Library Clerks and the District Library Resource Clerk assigned to the Learning Resources Office.
 4. Directs, advises and assists district staff with the implementation of district learning resources procedures.
 5. Determines the application of standardized library practices to the classification and cataloguing of print, non-print and electronic learning resources to the organization and maintenance of those resources for efficient retrieval.
 6. Researches, tests, evaluates products and services and makes recommendations to increase efficiencies and improve the management of district learning resources and district library automation system and applications.
 7. Coordinates the acquisitions and processing of electronic catalogue records from various sources.
 8. Liaises with district staff to coordinate the automation of new and/or existing libraries.
 9. Develop budget planning and development for library technical services and monitor current accounts.
 10. Works collaboratively with District Coordinators to assist in the re-evaluation and revitalization of District Collections.
 11. May, on occasion, be required to perform other related duties as assigned.
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QUALIFICATIONS

- High school graduation or the equivalent.
- Two-year Library Technician diploma and two years' experience as a library technician (including library automation systems) or the equivalent combination of training and experience.
- Ability to operate standard office equipment, MS Office (Access, Word, Excel) products.
- Ability to use the current technology for cataloguing; including familiarity with standardized practices for resource description and access (RDA) and MARC coding.
- Familiarity with current information technologies.
- Strong organizational, interpersonal, communication, and problem-solving skills.
- Basic understanding of the French language.
- Ability to perform duties with speed and accuracy and to work effectively under pressure with assigned deadlines.
- Cataloguing experience is considered an asset.