

TITLE: SENIOR LIBRARY TECHNICIAN

#159

SECTION: Director of Education, K-12

REPORTS TO: Director of Education

SUMMARY

Under the general direction of the Director of Education, supervises Library Technician, and directs Library Clerks as required. Maintains appropriate library standards, and facilitates and supports the automated library system; catalogues and classifies teaching and school learning resource centre materials received or produced by the school district.

DUTIES

1. Manages and maintains the district library automation system and facilitates the organization and maintenance of the district's learning resource collections.
 2. Supervises Library Technicians.
 3. 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.
 4. Coordinates, directs and provides technical guidance, scheduling and training for library clerks assigned to Learning Resources Office.
 5. Directs, advises and assists district staff with the implementation of district learning resources procedures.
 6. 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.
 7. 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.
 8. Coordinates the acquisitions and processing of electronic catalogue records from various sources.
 9. Liaises with district staff to coordinate the automation of new and/or existing libraries.
 10. Develop budget planning and development for library technical services and monitor current accounts.
 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.
 - Familiarity with current information technologies.
 - Strong organizational, interpersonal and communication skills.
 - Basic understanding of the French language.
 - Ability to perform duties with speed and accuracy and to work effectively under pressure with assigned deadlines.
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