

# JOB DESCRIPTION

**POSITION TITLE:** LIBRARY TECHNICIAN

**REPORTS DIRECTLY TO:** LEARNING SUPERINTENDENT

**REPORTS INDIRECTLY TO:** N/A

**DIRECT REPORT:** N/A

**ORGANIZATION:** PRAIRIE SPRIT SCHOOL DIVISION NO. 206  
WARMAN, SASKATCHEWAN

**DATE:** MARCH, 2012

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## ABOUT THE PRAIRIE SPIRIT SCHOOL DIVISION

The Prairie Spirit School Division No. 206 was formed in 2006 as a result of an amalgamation of three school divisions. The School Division has 44 schools located in 28 communities surrounding the City of Saskatoon which includes 3 First Nations and 8 Hutterite communities. The student population of approximately 9,400 is served by a team of dedicated professionals and support staff.

Prairie Spirit School Division requires that all employees:

- conduct themselves in a manner that is appropriate to an educational institution that provides services to children,
- deal tactfully with staff and the public,
- be knowledgeable and supportive of Board policies,
- be willing to engage in lifelong learning.
- Will respect the confidential nature of their position by avoiding discussion about any topics that are not formally communicated to the public by administration of the school or school division. Breaching confidentiality is a serious violation of acceptable conduct.

## THE POSITION

The Library Technician is responsible for cataloguing and classification of resource centre material, for assisting in the provision of patron services to staff and students, and for assisting in the organization and maintenance of the resource centre.

## KEY ACCOUNTABILITIES

Inventory and Cataloguing (50%)

- Apply Dewey Decimal and Library of Congress classification systems, Sears and Library of Congress subject heading schemes and their Canadian supplements and counterparts in the subject analysis of materials not requiring specialized subject background.
- Code according to MARC standard, input, and edit information for an automated catalogue system.
- Take regular inventory of resources and weed materials as necessary.
- Maintain authority files and cross references.
- Maintain a comprehensive inventory of resource collections and update annually.

Circulation of Resources (15%)

- Maintain computer-based circulation and cataloguing protocols both within and between schools.

- Maintain learning resource centre circulation systems such as editing records, adding and deleting patron records, utilities, etc.
- Compile and send out overdue letters to staff and students.

#### Client Services (35%)

- Provide collection analysis data to advise teachers/teacher librarians on resource acquisition and deletion.
- Development of story programs.
- Assist and advise teachers/teacher librarians in the acquisition of resources, order consumables.
- Assist teachers and/or students in the location and use of Resource Centre materials.
- Assist teachers/teacher librarians in the gathering of materials for reading and research periods, units of work, and Resource-Based Learning.
- Assist and advise teachers/teacher librarians in the delivery of library skills instruction.
- Assist in the maintenance of periodical collection.
- Provide supervision of small groups of students in the Resource Centre.
- Provide leadership for system library team meetings and professional development.
- Work with community volunteers in the Resource Centre.
- Provide one-on-one instruction to teachers/teacher-librarians on system library software, databases, and other related library databases.
- Assist and advise in providing reference services including use of major dictionaries, encyclopedias, almanacs, indexes, handbooks, directories and yearbooks.

#### **SKILL & COMPETENCY REQUIREMENTS**

- Demonstrated team building and collaboration capabilities
- Ability to work with minimal supervision
- Have good organizational skills
- Knowledge of computer literacy in circulation and cataloguing
- Good interpersonal and communication skills
- Show initiative and adaptability.
- Ability to prioritize multiple demands.
- Ability to type a minimum of 40 wpm

#### **EDUCATION, KNOWLEDGE AND EXPERIENCE**

- Possess a Grade 12 diploma.
- A recognized post-secondary Diploma as a Library Technician or equivalent.
- Proficiency in the use of computers such as word processing, database systems.
- Related training or experience in the field of education would be a definite asset.
- A valid driver's license.