

LL 84987

M.A.N.T.E. STAFF JOB DESCRIPTIONS

POSITION: LIBRARY TECHNICIAN

REPORTS TO: School Principal

SUPERVISES: Library Assistants

JOB SUMMARY: Organizes and maintains the library collection in support of the education curriculum; provides reference services to students and staff; and assists students in the development of information literacy skills.

POTENTIAL EXPOSURE TO VIOLENCE:

Working in a school setting poses certain inherent risks. Therefore, a minimum of one day of training in either NVCI, WEVAS, or Restitution is recommended every three years.

TYPICAL DUTIES AND RESPONSIBILITIES:

- in the absence of the classroom teacher, monitors the behaviour of students who are accessing library services;
- requisitions library resources and supplies; and monitors expenditures against budget allocations;
- catalogues information as required and maintains the library catalogue, circulation, statistical, and inventory records;
- shelves materials/books and maintains currency/order of same;
- schedules audio-visual equipment bookings and circulates equipment in accordance with schedules;
- creates and maintains the library website;
- performs other related duties as assigned or as required.

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QUALIFICATIONS:

- high school diploma plus Library and Information Technology Diploma;
- computer knowledge including: automated library systems, information databases, advanced internet searches, Word, and Excel ;
- one year related experience;
- ability to communicate effectively both verbally, and in writing, with all levels of staff, students, and the public;
- ability to lift and carry equipment and books weighing between 10 kg and 25 kg. and to climb stools/step ladders when shelving/retrieving books;
- knowledge of audio visual equipment; ability to carry out minor repairs, cleaning and preventative maintenance;
- ability to monitor budget expenditures;
- ability to supervise the performance of volunteers and/or staff as required;
- an equivalent combination of education and experience may be acceptable to the Division.

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