

CLASSIFICATION GRID: 18

BENCHMARK TITLE: LIBRARY TECHNICIAN

BENCHMARK NUMBER: 80175

JOB FAMILY: ADMINISTRATIVE SERVICES

SCOPE AND LEVEL DEFINITION

Under the direction of a Librarian performs a variety of technical library functions, and assists library users by locating reference materials, and by providing information, instruction, and assistance. Performs related purchasing and administrative support duties.

TYPICAL FUNCTIONS AND RESPONSIBILITIES

1. Performs technical library functions such as cataloguing, indexing, and shelving library materials, completing bibliographic descriptions, and assigning subject headings.
2. Assists library users to locate reference materials by performing duties such as researching information, performing database and on-line searches, and processing interlibrary loans.
3. Provides information, instruction, and assistance to library users on topics such as available research services, database use, library research techniques, audiovisual equipment operation, borrowing procedures, and loan periods.
4. Performs purchasing duties such as obtaining and verifying order information, processing requisitioned orders and supporting documents in accordance with established policy, receiving ordered materials, verifying invoices, and resolving discrepancies. Assists with inventory counts as required.
5. Circulates reference materials such as books, journals, periodicals, and audiovisuals.
6. Operates and maintains audiovisual equipment, and forwards for repair as required.
7. Performs administrative support duties such as sorting mail, filing, photocopying, and packaging materials for shipping.
8. Completes and maintains related records and documentation such as audiovisual booking lists, overdue notices, loan records, and library utilization statistics.
9. Performs other related duties as assigned.

QUALIFICATIONS

Typical Education, Training, and Experience

- Library Technician Diploma
- Recent, related experience of one year
Or an equivalent combination of education, training, and experience
Or other Qualifications determined to be reasonable and relevant to the level of work

Typical Skills and Abilities

- Ability to communicate effectively, both verbally and in writing
- Physical ability to carry out the duties of the position
- Ability to work independently and in cooperation with others
- Ability to operate related equipment
- Ability to organize and prioritize
- Ability to type at 50 wpm
- Knowledge of general office procedures
- Ability to establish and maintain rapport with clients
- Knowledge of medical terminology
- Knowledge of library procedures and standards