

LIBRARY SUPPORT SERVICES TECHNICIAN

The Cariboo Regional District (CRD) invites qualified applicants to apply for the full-time position of Library Support Services Technician.

SUMMARY: Reporting directly to the Manager of Library Services, the Library Support Services Technician works in a team environment to provide support services to Cariboo Regional District library branches, with an emphasis on cataloging. Other areas of responsibility include updating the Library webpage, staff training, collecting usage statistics, and some library programming. For a detailed job description, please visit our website at www.cariboord.ca/careers.

MINIMUM QUALIFICATIONS/REQUIREMENTS:

- Library and Information Technology Diploma from an accredited two-year program.
- Undergraduate degree from a recognized post-secondary institution, preferred.
- 3 years' experience working in a public library, preferably in a multi-branch setting.
- Experience working with the cataloguing module of an ILS (integrated library system).

WAGE: This is a full time BCGEU position. The current rate of pay is \$28.94 per hour. A standard probation period will apply. Please note, the job description pertaining to this position has been amended and therefore under review and is subject to agreement between the Union and the Employer.

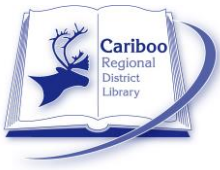
WORK SITE LOCATION: The successful candidate will operate out of the Cariboo Regional District Williams Lake Office located at, Suite D, 180 3rd Avenue North, Williams Lake, BC. Occasional travel to rural branches will be required.

HOURS OF WORK: The regular hours of work for this position are 35 hours per week, Monday through to Friday.

Applications from qualified individuals will be accepted by the undersigned until **4:00 pm, July 5, 2019** and must be in the form of a resume with an accompanying letter detailing your experience and qualifications relative to the position.

We wish to thank all candidates for their interest; however, only those selected for interviews will be contacted.

Bernice Crowe, Human Resources Advisor
Suite D - 180 North Third Avenue
Williams Lake, BC V2G 2A4
Phone: (250)392-3351 Fax: (250)392-2812
Email: mailbox@cariboord.ca



Title: Library Support Services Technician

Department: Library Services

Reports To: Manager of Library Services

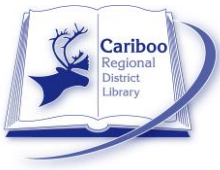
Date: May 16, 2019

Summary

The Library Support Services Technician works in a team environment to provide support services to Cariboo Regional District library branches, with an emphasis on cataloging. Other areas of responsibility include updating the Library webpage, staff training, collecting usage statistics, and some library programming.

Essential Job Functions

- Catalogues and classifies library materials according to recognized bibliographic control standards, such as RDA, AACR2, MARC, DDC, LCSH, etc., at a level appropriate for the library.
- Contributes to and adheres to the shared standards (best practices) for cataloguing in a consortium.
- Pursues knowledge of current library trends and innovations; and identifies how they may impact bibliographic control and how they may be adopted to advantage.
- Identifies and learns new tools and technical skills that will improve cataloguing productivity and enhance access to library materials.
- Plans and executes training sessions for library staff in a variety of formats, under the direction of the Manager of Library Services.
- Identifies and makes available tutorials and other resources in a variety of formats to build skills of library staff.
- Travels to rural library branches to deliver training and public programming, as required.
- Develops and delivers engaging programs to a wide variety of audiences, as required.
- Collects usage statistics of digital resources held by the Library.
- Participates in the evaluation of possible additions to the library's digital resources and makes recommendations to the Manager of Library Services.
- Communicates regularly with staff to determine website content updates.
- Checks website links and updates content at least monthly.
- Collects and collates monthly statistics from library branches.
- Creates and generates reports from the ILS, as required.
- Monitors the battery replacement schedule and regular testing of Working Alone and in Isolation equipment used by Community Library branches.
- Plans and executes special assignments, under the direction of the Manager of Library Services.
- Assists with all aspects of Support Services, as required.
- Participates on teams for system-wide initiatives.
- Actively pursues personal and professional growth through continuing education, including formal and informal training opportunities, in a variety of formats.



Minimum Qualifications/Requirements

- Library and Information Technology Diploma from an accredited two-year program.
- Undergraduate degree from a recognized post-secondary institution, preferred.
- 3 years' experience working in a public library, preferably in a multi-branch setting.
- Experience working with the cataloguing module of an ILS (integrated library system).

Knowledge, Skills and Abilities Required

- Superior attention to detail and excellent oral and written communication skills.
- Knowledge of and experience with integrated library systems, particularly cataloguing modules.
- Demonstrated ability to create and edit high quality cataloguing records according to established international standards, including RDA, AACR2, DDC and MARC.
- Ability to create and maintain cataloguing records in a challenging consortia environment.
- Ability to quickly adapt to changing work conditions, responsibilities, and technology.
- Ability to speak effectively to small groups in informal and formal settings.
- Ability to maintain confidentiality of sensitive information.
- Demonstrated ability to work with current office software applications (Word, Excel, Outlook) and standard office equipment.
- Ability to thrive in an open-office environment working near others.
- Ability to think creatively and see value in innovative and unconventional perspectives.
- Ability to lift and carry up to 40 lbs.

Supervisory Responsibility

- Provide orientation to new employees as required.

Working Conditions

- Required to be flexible and adapt to changing work demands.
- Occasional travel to rural branches is required.
- Must maintain a valid BC Drivers License and access to a personal vehicle.

This job description contains elements necessary for the identification and evaluation of the job. The incumbent may be required to perform other related duties as required.