

Librarian Technician I

DEFINITION

This is entry level technical library work performed in a departmental resource centre site in a variety of civic departments.

Employees of this class are responsible for performing standard and entry level technical library duties within conventional procedures and guidelines as required for the establishment and maintenance of a resource centre site. Major responsibilities include the completion of acquisition procedures; cataloguing basic or routine material; assisting toward the development of the collection; maintaining series, vertical and like files; providing elementary user orientation and setting up and maintaining appropriate displays and related services.

Work of this class will be performed in a wide variety of resource centre sites and will typically provide a more limited level of service in either a one site function as part of an expanded setting involving numerous sites, i.e. a satellite operation or as a subordinate in a single site operation offering a broad range of services, whichever departmental requirements might dictate.

Employees will report to a supervisor or committee especially trained or appointed to address library work. In less fully developed settings requiring a limited degree of technical services, employees may exercise more independence and may also perform some other office duties and/or supervise clerical positions.

Work is completed in accordance with standard procedures but may be performed with some independence as experience is gained.

TYPICAL DUTIES*

Selects, orders, classifies, and catalogues basic library and resource materials according to established library systems.

Verifies materials, including books and other publications, after the acquisition of same has been approved.

Performs accessions procedures.

Codes and corrects data sheets or completes deletions and changes to computerized specialized listings.

Orders serials, maintains serial files and vertical files.

Sets up and maintains displays.

Advises users of new acquisitions.

Responds to enquiries concerning resource centre operations/procedures.

Provides direction to clerical staff.

Performs related duties as required.

KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of library procedures and techniques in cataloguing, classification, and subject indexing.

Knowledge of general reference techniques and tools.

Ability to communicate effectively.

Skill in communication and promotion of library resources to users.

TRAINING AND EXPERIENCE REQUIREMENTS**Job Level**

Completion of the twelfth (12th) school grade, supplemented by the completion of an accredited post-secondary institution diploma in library technology.

** This is a class specification and not an individualized job description. A class specification represents and defines the general character, scope of duties and responsibilities of all positions within a specific job classification. It is not intended to describe nor does it necessarily list the essential job functions for a specific position in a classification. Positions may perform some of the duties listed above but this does not necessarily qualify for placement into this classification.*

Salary Plan	<u>21M</u>	<u>21A</u>	<u>21B</u>	<u>21C</u>
Job Code	0475		0476	

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