

## FRASER VALLEY REGIONAL LIBRARY

### JOB DESCRIPTION

**JOB TITLE:** Library Technician

**October 22, 2008**

**JOB CLASSIFICATION:** Pay Grade 7

#### **FUNCTION:**

Under the direction of the Librarian 2, Librarian 2 – Adult/Children’s Services, Librarian 3 - Community Librarian, Library Supervisor, or their designate, the Library Technician is responsible for the delivery of children’s, young adult, adult and literacy programming and information services to the public.

#### **WORK PERFORMED:**

1. Provides reference, information, and readers’ advisory services to children and adults using a variety of electronic and print information sources.
2. Plans and delivers children’s, young adult, adult and literacy programs, tours and group presentations both within the library and in the community. Provides displays in designated library.
3. Trains and assists the public in the use of electronic and print resources.
4. Performs circulation duties such as check-in and checkout of library materials, holds, receipt of payment for fines and fees, and patron registration.
5. Performs general departmental duties such as shelving materials, shelf reading, gathering statistics, taking registration for programs and word processing.
6. Assists in collection maintenance duties such as mending, weeding materials, updating loose leaf publications and maintaining non-book collections such as newspapers, maps, departmental manuals, and pamphlet files.
7. Performs basic equipment maintenance and resolves routine hardware and software problems.
8. Performs other related duties as assigned.

## **RELATIONSHIPS:**

- |    |                  |           |   |
|----|------------------|-----------|---|
| 1. | Supervisor       | Direct:   | Librarian 2<br>Librarian 2 – Adult Services<br>Librarian 2 - Children’s Services<br>Librarian 3 - Community Librarian<br>Library Supervisor |
|    |                  | Advisory: | Operations Supervisor<br>Librarian 1 - Information Services<br>Librarian 1 - Multilingual Services  |
| 2. | Staff Supervised | Direct:   | N/A   |
|    |                  | Advisory: | N/A   |
| 3. | Other            |           | Frequent contact with the public, teachers and FVRL staff.  |

## **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

1. Demonstrated proficiency in readers’ advisory, reference search strategy, and interview techniques.
2. Ability and skill to plan, organize and carry out a variety of children’s, young adult, adult and literacy programs with a minimum of direct supervision.
3. Ability to communicate effectively with the public and staff in a courteous and competent manner.
4. Demonstrated knowledge of print/electronic information resources and authors/genres that are in demand by the public.
5. Demonstrated knowledge of library automated systems and proficiency in the use of technology.
6. Accurate keyboarding skills of 30 wpm.
7. Ability to perform basic troubleshooting of equipment.
8. Knowledge of services available in the community.
9. Physical ability to perform the duties of the position.

## **EDUCATIONAL REQUIREMENTS, TRAINING AND EXPERIENCE:**

1. Library Technician’s diploma.
2. Combination of four months work related and on the job experience.
3. Valid BC Driver’s Licence.
4. Criminal records check is required for positions delivering programs to children and young adults.