

Ministry: Environment, Lands and Parks
Branch: Information Management
Location: Victoria

Working Title:
Level:
Classification:

Library Technician
Range 12
Clerk

PRIMARY FUNCTION

To order, select and catalogue library materials and provide reference, inter-library loan, audio-visual, financial and administration services.

JOB DUTIES AND TASKS

1. Selects and orders library materials within guidelines
 - a. identifies need for library materials by assessing user needs and by reviewing information from vendors, associations, industry, publishers, businesses, governments, etc.
 - b. selects books, magazines, articles, journals, etc., for inclusion in the library to meet user needs
 - c. orders or identifies materials being ordered and ensures funds are available
 - d. tracks orders and follows-up with publishers, vendors, customs, etc., to ensure timely receipt
2. Receives, records, catalogues and files books, journals, films and other materials
 - a. prepares books and materials by recording bibliographic information, listing detailed physical description and entering information catalogue system
 - b. classifies and catalogues books and other materials, revises shelf list and labels books
 - c. calculates and records daily and monthly statistical records pertaining to use of the library
 - d. shelves and files incoming books, journals, films, slides and photographs
 - e. ensures materials are properly maintained and repaired (as required)
 - f. binds books and operates binding machine
3. Provides reference and information search services
 - a. sets-up and maintains a system to track and retrieve loaned materials
 - b. monitors status of borrowed materials and ensures overdue materials are returned using follow-up and check system
 - c. compiles statistics and prepares reports of number of users, books in circulation, expenditures
 - d. answers general reference questions, searches data bases to find information/materials
 - e. gathers available information and summarizes contents to fulfill user requests
 - f. provides assistance to users and other libraries by locating information and/or explaining procedures
 - g. borrows books, requests article reprints and gathers other materials through the inter-library loan system
 - h. uses computers and microfiche records to locate and order needed publications, books and information
 - i. assigns, monitors and reviews the work of Library assistants on a project basis (1 FTE)
4. Provides film library, tape image bank and audio-visual (A/V) services
 - a. selects materials (e.g. slides, films, photos, etc.) for variety of projects; determines specifics and end use; determines and recommends best available images for specific topic/request
 - b. monitors use of the film collection and image bank, which includes pulling and refilling of slides, photographs, negatives, films, etc., using computerized system
 - c. takes photos and slides to various laboratories for reproduction(s), based on end use of materials (e.g. internet, cropped photo, etc.) and mails out reproduction as requested
 - d. instructs staff in the use of A/V equipment and the proper handling of materials, including film, slides and projects, photographic equipment, VCRs, etc.
 - e. ensures A/V and photographic equipment in maintained and in operation condition
5. Administers financial and purchasing requirements, and performs other related duties
 - a. compiles and monitors library (\$100,000/year) and inter-library budgets (\$10,000/year)
 - b. prepares orders and approves subscriptions, acquisitions and book orders (within guidelines)
 - c. recommends and tracks purchases of furniture, computers, shelves, software, office supplies
 - d. obtains money orders from petty cash for small purchases
 - e. opens and monitors mail, matches books with order forms and invoice and processes invoices

REASON FOR CLASSIFICATION

Benchmark Job #264

Job Title: Library Technician

FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
1	<p>JOB KNOWLEDGE Understand and apply the accepted methods of Library Services to provide administrative and information search to users and to order, select catalogue, search, compile and file books, journals, films, slides, photographs, coordinate inter-library loans, borrow books and request reprints of articles, answer general reference questions, and instruct staff on use of services and equipment.</p>	E	145
2	<p>MENTAL DEMANDS Judgement to assesses user requirements and choose an approach using a combination of accepted library services techniques and procedures to coordinate inter-library loan system; organize reference materials for users, select materials and monitor collections, catalogue and file books and other library materials, order and select books, journals, A/V materials, etc., compile and monitor budget.</p>	D	100
3	<p>INTERPERSONAL COMMUNICATIONS SKILL Discretion required to exchange information needing an explanation of library services, processes and system to users associated with their need for reference materials or equipment.</p>	C	30
4	<p>PHYSICAL COORDINATION AND DEXTERITY Moderate coordination and dexterity required to use computer databases to prepare reports with some speed to meet user requests for information and materials.</p>	C	15
5	<p>RESPONSIBILITY FOR WORK ASSIGNMENTS Guided by specific procedures, select a course of action to fulfill user requests using documented procedures and processes, answer general reference enquiries, control ordering and selection of library books, films, publications, journals and other related materials (within guidelines), tracks and schedules responses to requests by users, and provides technical direction to Library Assistants by assigning and reviewing work.</p>	C	50
6	<p>RESPONSIBILITY FOR FINANCIAL RESOURCES Moderate financial responsibility to initiate, process purchase orders for new books, publications and materials from local suppliers (within guidelines).</p>	D	22.5
7	<p>RESPONSIBILITY FOR PHYSICAL ASSETS/INFORMATION Significant responsibility to set-up and maintain multiple-user library system to maintain, classify, file and issue books, publications, journals, films, videos and pictures for the Ministry.</p>	D	22.5

REASON FOR CLASSIFICATION

Benchmark Job #264

Job Title: Library Technician

FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
8	RESPONSIBILITY FOR HUMAN RESOURCES Responsibility to assign, monitor and review the work of Library Assistants (1 FTE).	CC	13
9	RESPONSIBILITY FOR WELL BEING/SAFETY OF OTHERS Responsible for safe work practices of staff in a low risk environment (i.e. library).	A	5
10	SENSORY EFFORT/MULTIPLE DEMANDS Focused attention to detail to frequently review books and other materials to ensure they are correctly catalogued, filed and retrieved.	C	12
11	PHYSICAL EFFORT Moderate physical effort to occasionally push, pull, lift and carry moderate weight boxes of books, films, journals, etc.	C	12
12	SURROUNDINGS Exposure to library setting with minimal disagreeable elements.	A	2
13	HAZARDS Limited exposure to hazards from frequent keyboarding.	B	4

Total Points: 433

Level: Range 12