JOB DESCRIPTION

Position Title	:	**Library Technician**	**Position #S301 18**
Dept/Branch	:	**Technical Services - Cataloguing**	
Reports to	:	**Manager of Support Services (MSS)**	
Position Supervises	:	**N/A**	

I.   Position Summary

Under the general direction of the Manager of Support Services, the Library Technician (LT) monitors the quality of incoming bibliographic records, ensuring that library materials can easily be located using common access points.

The LT has primary responsibility for ensuring authority files are maintained.

As assigned and approved by the MSS, the LT creates effective procedural documentation and training tools, performs training of cataloguing staff, and conducts quality audits.

The LT maintains an up to date knowledge of current cataloguing standards and technological protocols such as MarcEdit, and Z39.50. This position requires a sound understanding of the library's ILS, including competence in performing bulk changes and large-scale catalogue clean-up tasks.

The LT performs original cataloguing, editing of derived cataloguing, classification, and subject analysis of library materials of every description, which includes editing, correcting, and merging records. The LT applies currently international cataloguing standards. The LT creates, edits, and corrects authority records.

The LT organizes, oversees, and performs special cataloguing projects as directed by the MSS.

The LT performs bulk uploading of MARC records to the ILS.

II.   Accountabilities

1.   Training, Guidance, and Workflow Analysis

The incumbent provides training and guidance within the department, creates procedural or materials, and performs quality audits as assigned.

Actively pursues technological and process innovations that will minimize manual processes, save time, or improve quality, including the elimination of non-essential modifications to records and provides procedural recommendations to the MSS to help unnecessary workflow steps within the department.

2. Cataloguing

a) Assists in maintaining the quality of the bibliographic database, By ensuring key access points, such as author, title, subject, and series are controlled for precision and recall.

b) Verifies the accuracy and currency of authority files, evaluating making additions, and correcting as required.

c) Implements bulk updates and catalogue clean-up initiatives as approved.

d) Performs original and derived cataloguing of library materials of every description with accuracy and efficiency. Initiates extensive bibliographic searches, and researches, analyses, edits, corrects, and merges records, as needed.

e) Organizes, routes, and re-routes standing order and reference materials as instructed by the Collection Librarians, and communicates instructions to the Allocations department and the branches.

f) Identifies and documents cataloguing software problems, and presents potential solutions to the MSS.

g) Addresses staff's cataloguing questions and works with fellow cataloguing staff to identify potential ways to resolve issues.

h) Collaborates with other members of the team and other departments, as needed to ensure efficient workflow so that materials are efficiently, accurately and quickly made available to branches.

2. Other Duties

a) May be asked to perform other duties of similar or lesser scope and complexity.

III. Working Conditions

Works in an open office environment; continuous use of computers and printers; frequent handling of loaded book trucks in congested work space; has contact with employees at Library Headquarters and Branches.

IV. Job Specification

1. Education
a) Grade 12 graduation
b) Library Technician Diploma, completed or upgraded within the past ten (10) years.

2. Related Experience
a) Minimum of two years of current, relevant cataloguing experience, including significant original cataloguing responsibilities, classification, and subject analysis.
b) An additional one (1) year of frontline public library service.

3. Other Requirements

a) High degree of expertise with cataloguing standards, including LCSH, Dewey classification, AACR2, RDA, MARC, and emerging formats; and the ability to analyse data and exercise sound judgment where corrections and amendments are required.

b) Sound understanding of cataloguing software, protocols, routines, and procedures.

c) High degree of expertise with ILS Software, including a sound understanding of how to implement bulk changes and create reports.

d) Thorough understanding and demonstrated ability to apply the principles of authority control.

e) Ability to create effective procedural documentation and training tools.

f) High degree of technical competence, including effective online search strategies, office productivity software, and the ability to learn and adopt new technology.

g) Demonstrated ability to effectively train staff and provide collegial guidance in an appropriate manner.

h) Strong organizational skills, and a demonstrated ability to prioritize tasks, meet deadlines, and carry out projects independently.

i) Keyboarding skills 60 wpm, with attention to detail and a high level of accuracy.

j) Demonstrated critical thinking and analytical skills.

l) Independent judgment and initiative.

m) Excellent written and oral communication skills.

n) Demonstrated ability to work cooperatively with staff; ability to communicate with staff and with tact and courtesy.

o) Physical ability to handle heavy boxes and loaded book trucks.

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Signature	Date

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Signature	Date

INPUT PROVIDED BY:

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