

# Position Description

## A. Information:

Position Title:	Library Technician (e)
Position #:	LIBR85
Category:	Library Technician (e)
Derived From:	New
Instruction/Support Area:	Reference & Instructional Services
Division/Department:	Library
Reports to:	Coordinator, Reference & Instructional Services
Positions Supervised:	None
Affiliation:	CUPE, Local 15 – VMECW
Pay Grade:	25
Date Prepared:	07 March 2001

## B. Duties & Responsibilities

Reporting to the Coordinator for Reference and Instructional Services:

1. Participates in Reference service, referring complex reference questions appropriately;
2. Helps students to use library print and electronic resources, with particular focus on the technical aspects of aspects of database access, navigation and printing;
3. Coordinates and takes initiative in the development, production and maintenance of guides and promotional materials. Edits these publications (both print and web-based) to achieve consistent wording and look;
4. Provides support for the library instructional program;
5. Assists students working on bibliographic instruction assignments;
6. Maintains the Pamphlet and special reference files;
7. Assists with resource (collection) development, weeding and maintenance;
8. Member of Reference group and records discussions of Reference Group meetings as required;
9. Other reference support duties as required.

## C. Qualifications Required

1. High level of computer literacy and demonstrated ability to adapt to new technology and processes.
2. Knowledge of resources available at Langara for library research purposes in print and electronic formats. Demonstrated ability to search these resources effectively.

### Education & Experience

- Bachelor's degree plus a certificate from a recognized Library Technician program plus a minimum of 3 years recent related library experience.

### Skills & Abilities

- Excellent oral and written communication skills.
- Demonstrated ability to gather information through interaction with others, write and edit effective explanatory and promotional materials.
- Excellent interpersonal skills.
- Demonstrated initiative in problem solving.
- Demonstrated ability to organize and prioritize workload.
- Demonstrated ability to coordinate projects.
- Demonstrated ability to work independently and consultatively as part of a team.

Position Title: Library Technician (e)  
Position # LIBR85  
Page 2

**D. Approval**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Director, Library, Media and Bookstore Services

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Director, Human Resources

**E. Supervisor's Review**

I agree that the above accurately describes the duties and responsibilities of this position.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Coordinator, Reference & Instructional Services

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