

Class No.:	
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CLASS SPECIFICATION

LIBRARY TECHNICIAN 2 – RESOURCE SUPPORT

NATURE AND SCOPE OF WORK

An incumbent in this job is primarily responsible for ensuring library resources are available to support student learning. They work with the library catalogue, the discovery layer, and vendor platforms to maintain electronic collections and communicate with library staff and Faculty Librarians regarding access issues. They support organizational information needs and research activities by running reports, collating, and synthesizing data, creating visualizations, and reporting results related to collections, budget, cataloguing, and other activities. An incumbent supports the work of Faculty Librarians to manage electronic and print resources, upload information to web pages, obtain Copyright permissions, and manage & communicate permitted uses of resources. They participate in public service duties at the Library Services desk. Additionally, they provide backup and support for managing the media collection including responding to faculty requests for media to support instruction. The incumbent receives direction from the Technical Services Supervisor, receives guidance and training from the Library Systems Analyst and the Library Services Supervisor, and reports to the University Librarian.

ILLUSTRATIVE EXAMPLES OF DUTIES

- Creates, modifies, and deletes catalogue records and provides support in catalogue workflows.
- In consultation with Faculty Librarians, the Library Systems Analyst, and the Technical Services Supervisor, revises and develops procedures, and maintains well-organized documentation.
- Supports projects. including contributions to project planning, execution, and reporting.
- Works with a variety of vendors and internal platforms. Completes tasks like extracting data, entering, and updating information.
- Works with the Acquisitions team to ensure access to new eResources and manages access to existing resources.
- Participates in relevant library consortia meetings and communications.
- Performs spreadsheet analysis and compiles, collates, and presents library statistics as directed.

- Performs ad hoc data maintenance and enhancement activities, tests new and revised procedures, and tests vendor platform and library systems update as requested.
- May be required to take training and act in the capacity of a floor warden as part of the University's Emergency Preparedness Plan (Fire, W.H.M.I.S, and Earthquake).
- Performs duties related to the qualifications and requirements of the position.

REQUIRED KNOWLEDGE, ABILITIES AND SKILLS

- Thorough knowledge of cataloguing standards and MARC coding.
- Thorough knowledge of databases such as integrated library systems, including report development.
- Considerable knowledge of various library resource formats.
- Considerable knowledge of relevant software applications, such as word processing, spreadsheet, data analysis, and database applications, and the ability and desire to upgrade as required.
- Considerable knowledge of budgets, financial systems, and arithmetic.
- Considerable knowledge of relevant Canadian copyright standards and frameworks and the ability to keep current as required.
- Ability to interpret automated catalogue records.
- Ability to communicate complex technical information clearly.
- Ability to establish and maintain professional working relationships with vendors, other relevant personnel in Libraries of other BC post-secondary institutions, library employees and library users, and collaborate with cross-functional teams.
- Ability to work effectively as part of a team.
- Ability to collect and collate data from multiple sources.
- Ability to be thorough, accurate, and have a high level of attention to detail.
- Ability to incorporate new and constantly changing technologies into the area workflow.
- Ability to recommend, interpret and apply library department policies.
- Ability to interpret, explain, and implement library rules and procedures.
- Ability to analyze situations and adopt an effective course of action.
- Ability to learn assigned tasks readily and perform them in accordance with established methods and procedures.
- Data literacy (specifically in areas of data awareness, discovery, and cleaning)
- Time management and organization
- Strong communication skills including business English and technical writing
- Demonstrate sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, linguistic, and ethnic backgrounds, and disabilities of post-secondary students and staff as demonstrated by skills and abilities in cultural responsiveness and cultural humility.

REQUIRED TRAINING AND EXPERIENCE

- Completion of a two-year Library Technology diploma comparable to the programs offered at Langara College or University of the Fraser Valley.

- Two years of library technical services, cataloguing, ILL, or other related experience.

REQUIRED LICENCES, CERTIFICATES AND REGISTRATIONS

- None.