POSITION DESCRIPTION

POSITION (TITLE):	Librarian Technician	DIVISION:	Office of the Medical Officer of Health
REPORTS TO:	Manager, Foundational Standard Team	UNION AFFILIATION:	Non-union
REVIEWED: Direct Supervisor	Manager, Foundational Standard Team	DATE: (R) if revised	January 2016
APPROVED: Director	CEO and/or MOH	DATE: (R) if revised	January 2016
ORIGINAL VERSION APPROVED:	January 2016	REVISION DATES:	

POSITION SUMMARY:

Reporting to the Manager of the Foundational Standard Team, the Library Technician supports the day-to-day operations of the Library through the provision of client services and related technical duties. The Library Technician also provides support to time-limited projects and developmental components of knowledge services to support the Thunder Bay District Health Unit (TBDHU) and its client health units as designated under the Shared Library Services Partnership of Public Health Ontario.

DUTIES AND RESPONSIBILITIES:

1. Provides responses to a range of inquiries regarding library services, access to resources and use of software, in person, by email or by telephone; disseminates pertinent information (i.e. articles, email updates, formatted literature searches) in response to requests, under the guidance of the Librarian or Manager.

2. Works with vendor and content providers to resolve digital access issues.

3. Processes publication orders and coordinates document delivery services using automated systems for interlibrary loans and internal requests.

4. Supports the following collection development and circulation functions; catalogues resources; circulates and shelves materials including books and journals; recommends materials for purchase through collection assessment activities and weeds outdated materials as appropriate.

5. Assists in the development and maintenance of library Web sites and Intranet through content updates and posting of data.

6. Supports electronic access to resource materials by ensuring listing of digital holdings in appropriate software (i.e. EBSCO).

7. Participates in Library housekeeping and sustainability projects as assigned and provides technical support regarding the coordination of services.

8. Tracks and reports on library usage data and other feedback to support management decision-making in the development of improved library services and resources.

9. Provides literature searches and other information projects in response to client requests under the direction of the Manager or the Librarian.

10. Maintains a variety of library materials including government and other reports for access on SharePoint and the TBDHU website.

11. Provides other related duties as assigned.

QUALIFICATIONS / REQUIREMENTS:

- Bachelor's degree and two-year Library Technician Diploma
- One year related work experience. Experience in a health or academic related library setting an asset
- Knowledge and understanding of automated library information systems and electronic information resources
- Cataloguing and classification skills and knowledge of Library of Congress, MARC, AACR and RDA cataloguing standards to adapt existing schemes to unique public health needs
- Knowledge of online searching of commercial databases and web resources, PubMed, EBSCO and Ovid platforms (MEDLINE, EMBASE, PsycINFO, CINAHL, ASP, Health Business Elite, etc.)
- Knowledge of on-line library systems (Docline or Inmagic, etc.)
- Familiarity with public health to respond to the needs of public health clients an asset
- Understanding of copyright issues to ensure compliance in the provision of services
- Oral communication and interpersonal skills with a client service orientation to respond to inquiries as a front facing contact for the library and its services
- Written communication skills to respond to email inquiries, draft library updates, reports on library usage and short posts on the website.
- PC skills in Microsoft Office, internet applications, web-conferencing software, library cataloguing systems, electronic databases and a willingness to learn new application software and advanced technologies and proficiency in a SharePoint environment

OCCUPATIONAL HEALTH AND SAFETY:

- Follows all policies and procedures to ensure personal safety and safety of others.

- Reports any equipment or safety problems to supervisor.