

**SUPPORT STAFF PERSONNEL QUALIFICATIONS AND DUTIES****LIBRARIAN — EDUCATIONAL RESOURCE CENTRE****1. Position Summary**

Under the direction of the Superintendent, the librarian will perform all professional librarian responsibilities associated with the Educational Resource Centre.

**2. Duties**

- Acquire appropriate materials for a professional educational library.
- Maintain subscriptions/memberships for divisional publications/affiliations.
- Respond to general reference inquiries requiring educational/teaching resources.
- Search internal and external databases to determine the availability and location of requested curricular and/or professional resources.
- Respond to detailed research queries in specific areas.
- Catalogue all materials in the Educational Resource Centre.
- Promote the Educational Resource Centre, its services and resources.
- Priorize services, review budget and provide reports on the operation of the Educational Resource Centre.
- Supervise assistant(s) as required e.g., library technician.

**3. Education**

- A Master's Degree in Library Science.
- Computer skills commensurate with above.
- Knowledge about and expertise in automated library systems.
- Good oral and written communication skills.

**4. Experience**

- A minimum of two (2) years as a professional librarian.
- Teaching experience desirable but not necessary.

**5. Physical Activities**

- Visual and audio concentration, eye strain from computer use, and sitting for extended periods.

**6. Working Conditions**

- Frequent interruptions, conflicting demands.
- After hour attendance to educational seminars as necessary.