

**Position Title:** Media Resource Technician (S.V.R.S.S.)

**Department:** S.V.R.S.S.

**Reports To:** Principal

## **JOB SUMMARY**

This position is primarily responsible for maintaining the school library resources for inventory, circulation, classification, and cataloging of library instructional materials, as well as providing essential technology support to the school.

## **PRIMARY RESPONSIBILITIES**

- **Maintaining Library Resources:** This includes tasks such as ordering books, cataloging, managing library book and textbook distribution, and handling the circulation of equipment using library-specific software. The role also involves organizing, processing, and maintaining library resource materials.
- **Technology Support:** Provides technical assistance for the PowerSchool Student/Parent Portal, network administrator functions (including student/staff logins), managing the school's outdoor sign, handling A.V. equipment sign-out and inventory, assisting with S.V.R.S.S. security cameras (e.g., providing video clips as requested by administration), and offering general technology support for staff and students.
- **Resource Ordering:** Involves researching and ordering textbooks and other teacher resources as requested by teachers and administration. This also includes selecting and requisitioning library resource materials as per policy/procedure and within budget.

## **POSITION QUALIFICATIONS**

### **Required Education and Experience**

- Graduation from Grade 12 or equivalent.
- Completion of a post-secondary program, preferably in a related field such as Library Systems or Information Technology.
- 1 to 2 years of experience.

### **Required Knowledge, Skills, and Abilities**

- Proficient information technology, computer, and software application skills.
- Strong technology skills and knowledge and experience in word processing, spreadsheets, databases, publishing applications, and Internet applications.
- Well-developed communication skills, both orally and in writing, to effectively interact with staff, students, and guardians.
- Ability to appropriately deal with and maintain confidential information.
- Ability to be flexible and adjust to changing work assignments.

- Ability to work well independently and as part of a team.
- Ability to relate to and work with students.

**Preferred Qualifications**

- Experience and training in Microsoft Office.
- Knowledge of library systems and procedures.
- Training or experience working with the Division's library software.
- Experience working in a library setting.

**COMPETENCIES****Organizational**

- Adaptability: Ability to adjust to changing work assignments and deal with varied tasks.
- Collaboration: Works effectively with a variety of people in a team environment.
- Communication: Communicates effectively with internal staff, students, and external contacts.
- Confidentiality: Deals with and maintains confidential information.

**Role Specific**

- Technical Proficiency: Demonstrates strong skills in information technology, various computer software applications (e.g., PowerSchool, Netware Administrator), and library-specific software for inventory, circulation, classification, and cataloging.
- Resource Management: Efficiently organizes, processes, maintains, and requisitions library resource materials and equipment.
- Problem-Solving: Applies judgment to address and resolve routine problems related to technology and library operations; interactions can be complex and may require some interpretation, persuasion, or negotiation to handle problematic situations.
- Organizational Skills: Organizes, processes, and maintains library resource materials efficiently, and manages inventory.
- Detail-Oriented: Ensures accuracy in maintaining records, cataloging materials, and handling inventory.

## **WORK CONDITIONS**

### **Physical Demands**

- Generally, involves low to moderate physical intensity, typically requiring less than 2 hours per day of physical effort. This may include tasks like moving books or light equipment.

### **Environment**

- Primarily works in the media resource center classroom and office.
- Requires constant communication and interaction with people inside the school, including students and staff, and some interaction with people outside of the division on a daily basis.
- The role demands moderate intensity and prolonged mental concentration for more than 2 hours at a time.
- Involves interaction with confidential information.
- The risk of being exposed to hazards, such as injury, harm, or illness, is generally considered minor.