



## **Job Description**

### **Information Technician III**

<b>Job Title:</b>	<b>Information Technician III</b>
<b>Location:</b>	<b>Class A Branch</b>
<b>Reporting to:</b>	<b>Area Librarian or Head Reference Librarian</b>

#### **Nature and Scope**

The Information Technician III provides reader's advisory, reference and referral services to customers of all ages by working directly with the public in a Class A Branch and providing back-up reader's advisory and reference service to other smaller branches in the area. The Information Technician III also assists the Area Librarian or Head Reference Librarian monitor and weed the branch collection, prepare book lists and train staff and is a participating member of the branch team.


#### **Representative Duties**

1. Works on Information Desk on a regularly scheduled basis, providing reader's advisory, reference and referral service to customers of all ages. Ensures that questions for which there are insufficient branch resources are sent to Central Reference for answering.
2. Assists the Area Librarian to maintain the branch reference collection by recommending titles for discard and subject areas needing coverage.
3. Assists Area Librarian to adjust the branch adult and juvenile circulating book collection and paperback, periodical and cassette collections by weeding the collection and by requisitioning replacement materials from the Collections Department.
4. Prepares booklists and bibliographies on specific topics.
5. Assists the Area Librarian to train the branch staff in the areas of reader's advisory, reference and referral.
6. Other related duties as required.

#### **Required Education and Experience**

- Two year Library Technician Diploma
- Demonstrated reader's advisory, reference and referral skills (May be demonstrated for new graduate by high standing in appropriate course work)
- Strong computer skills, including Internet
- Excellent oral and written communication skills
- Ability and willingness to work with the public – all ages

**Vancouver Island Regional Library**  
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**Information Technician III**

<b>Group:</b>	Group III	<b>Approved By:</b>
<b>Incumbent:</b>		
		<b>Executive Director</b>
<b>Date Appointed to this Position:</b>		<b>Date:</b>

<b>Date Prepared:</b>	May 1993
<b>Date Revised:</b>	May 1997