



## Centralized Librarian/Receptionist

### Position Profile:

- The Centralized Librarian/Receptionist for the Learning and Resource Centre is responsible for welcoming people arriving to the GSSD Education Complex as well as coordinating and supporting the daily use of the meeting rooms within the complex. The Centralized Librarian/Receptionist position also provides library services and leadership through the operation of the division's central library collection and supports the work of library technicians in schools across the division.

**Directly Reports To:** Executive Services Supervisor & Curriculum Consultant

**In-Directly Reports:** Superintendent of Curriculum, Assessment and Instruction

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### Duties & Responsibilities

The Centralized Librarian shall perform such duties and responsibilities as may be assigned including but not limited to the following:

- Acting as liaison with the Library Technicians and the Curriculum consultant regarding cataloguing of resources and asset management
- Building new and casual Library Technician's and capacity by:
  - Providing orientations to newly-hired library technicians in schools.
  - Assisting library technicians in schools to create cataloguing records.
  - Reviewing applications and training for library technician casual staff.
- Providing individualized, timely and effective support (modelling and providing feedback) to library technicians within a school.
- Providing guidance on the proper protocols and procedures for interlibrary loans.
- Updating the library information on the portal
- Assisting library technicians to solve emerging issues
- Operates and maintains the integrated library system to circulate library materials, generate reports, and complete regular inventories of resources.
- Catalogues learning resources and GSEC technology hardware using derived cataloguing and doing original cataloguing when required.
- Processing orders and invoices, interlibrary loan requests, and new materials.
- Participating in in-service sessions as required.
- Informing the curriculum consultant or designate of any issues that may hamper the functioning of the library information system.
- Informing school library staff of any new features and changes in the operation

of the library management system due to the installation of new versions of the software.

- Maintaining the documentation regarding cataloguing standards, authority records, and locally determined subject headings.
- Updating patron records and merges records where necessary across the division.

The Receptionist shall perform such duties and responsibilities as may be assigned including but not limited to the following:

- Greeting all clients, responds to their inquiries and directs them to the appropriate meeting location.
  - Answering incoming calls, ascertains the nature of the call and directs to appropriate personnel in a professional and courteous manner.
  - Ensuring the complex is prepared for scheduled events.
  - Receiving and distributing all learning support services resource orders.
  - Processing packing slips and delivers to accounting.
  - Coordinating and preparing resources for distribution to schools.
  - Supporting Home Schooling, Remote Learning and Distributed Learning with photocopying and resource distribution.
  - Performing routine clerical functions such as maintaining statistics, word processing, filing and answering phones.
  - Operating the equipment associated with the centralized library including duplicating equipment, computers, projectors and assists with administrative tasks
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## **Knowledge, Skills and Abilities**

- **Quality & Organization of Work**  
Demonstrated ability to independently initiate and organize projects to achieve work process efficiencies. The Centralized Librarian/Receptionist must demonstrate his or her ability to pay attention to detail and ensure work is consistently completed and accurate within expected timeframes.
- **Adaptability & Flexibility**  
A Centralized Librarian/Receptionist must demonstrate their ability to prioritize multiple demands and effectively manage time while being responsive to changing priorities. Flexibility entails understanding and appreciating different and opposing perspectives on an issue and adapting one's approach as the requirements of a situation change. Strong problem-solving skills and demonstrated ability to apply judgement in complex, highly sensitive and sometimes ambiguous situations is essential.
- **Communication**  
A Centralized Librarian/Receptionist must have superior interpersonal and communication skills and be able to communicate professionally with administration and staff. Excellent interpersonal skills along with proven written and oral communication, and computer presentation skills are required. This position must be a positive representative of the Good Spirit School Division

- **Job Knowledge**
  - Be knowledgeable and supportive of applicable Board and Division policies and procedures.
  - Be willing to engage in lifelong learning with respect to training, in-services and courses of study.
  - Excellent working knowledge of computer software including Microsoft Office and Outlook
  - In depth understanding of current library practices and software
  - Knowledge of and ability to access, share and promote a wide range and learning materials to support instruction across the grades and subjects in the school division.
  
- **Cooperation & Teamwork**

Must be able to work with staff and provide appropriate information and support in a timely manner. The position must have the ability to work as a team player as well as work independently with minimal supervision. Collaborating with the Curriculum Consultant and Library Technicians to support resource allocation across the school division is essential.
  
- **Attitude**

A Centralized Librarian/Receptionist must present a positive and professional attitude towards others, their work, and the division and conduct oneself in a manner appropriate to an educational institute that provides services to children. The position promotes the GSSD values of belonging, respect, responsibility, learning, nurturing and perseverance.
  
- **Confidentiality**

At no time should Centralized Librarian/Receptionist discuss, in public, information pertaining to employees, students or the operation of the division. A Learning Leader is expected to respect the confidential nature of their position by avoiding discussion about any topics that are not formally communicated to the public by the administration of the school or the school division. Breaching confidentiality is a serious violation of acceptable conduct and *The Local Authority Freedom of Information and Protection of Privacy Act*.

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