

Yukon University
Statement of Qualifications
Circulation Technician

Department: Library
Position Title: Circulation Technician
Location: Whitehorse
Date: 8 August 2023

Essential Qualifications (assessed in screening process)

Education and Training Library Technician diploma or post graduate course work in Library Science.

Demonstrated Abilities Experience with an automated library system platform setting
Experience with the public in a library setting
Experience with standard reference materials.

(Candidates without the formal education but with considerable experience as noted above may also be considered).

Licences/certificates

Rated Qualifications (factors assessed through interview, etc.)

Knowledge:

- K.1 Of library organization and procedures
- K.2 Of Automated circulation systems / library services platform
- K.3 Of reference and information services
- K.4 Of word processing and various library software

Abilities:

- A.1 To work with an wide variety of reference tools
- A.2 To work effectively with the students, public and staff
- A.3 To use LC classification and subject headings
- A.4 To assist students in a cross-cultural environment
- A.5 To promote library materials and services
- A.6 To establish and maintain effective working relationship with staff, students and instructors

Personal Suitability:

- PS.1 Good communication skills (written and oral)
- PS.2 Effective interpersonal skills particularly in dealing with diverse client demands
- PS.3 High level of organizational skills
- PS.4 Provide helpful friendly service to clients, students and staff
- PS.5 Flexibility and adaptability to changing work demands
- PS.6 Excellent problem solving skills
- PS.7 Service oriented
- PS.8 Co-operation skills in team environment

Shift work and evening work is required.