St Bernard’s College is a Year 7 to Year 12 school for boys, founded in 1940 and conducted by Edmund Rice Education Australia. The aim of the College is to support parents in educating their sons within the Catholic tradition and the spirit of Edmund Rice.

St. Bernard’s College is committed to the pastoral system as the core structure for student welfare and pastoral care. Each of the year levels is divided into a two-campus structure – Year 7-9 (The Strand) and Year 10-12 (Clairvaux).

**Job Title:** Library Technician  
**Reports To:** Librarian

**Duties and Responsibilities:**
- Assist staff and students with issuing of library materials.
- Provide reference services to users, including online information retrieval.
- Maintain skills in the use of commonly used programs (word processing, spreadsheets, image manipulation, electronic whiteboard, powerpoint displays).
- Educate clients in the use of collections, services and facilities.
- Supervise students in order to maintain an effective working environment that is conducive to learning.
- Maintain familiarity with current information and reading trends.
- Maintain familiarity with current course requirements as they relate to research-based learning across all key learning areas and year levels.
- Maintain the collection eg. Shelving, shelf reading and maintenance of items.
- Assist with the processing of new items in the collection.
- Maintain links and communication channels with the wider College community, particularly by attending campus and staff meetings as required.
- Assist in the development and presentations of promotional programs, including displays and library tours, as well as Book Week and visiting authors.
- Maintain the general tidiness and ambience of the library.
- Ensure that computers, printer/photocopiers and software are in good working order, and report any technical fault.
- Assist with lost property.
- Manage Print, Photocopying and Internet credit.
- Maintain links with professional organisations and be proactive in upholding your skills in the field of librarianship.
- Participate in appropriate and ongoing professional development, passing on new skills acquired to other staff members.
- Uphold College policies relating to copyright, hardware and software installation and use, the use of the College network and general behaviour.
Library Technician

Specific Duties
• Renewing periodical subscriptions, processing and forwarding them to KLA.
• Cataloguing the non-fiction and reference collection in accordance with standard procedures.
• Cataloguing URL’s in accordance with standard procedures and ongoing checking to ensure relevance.
• Updating the College library website on a weekly basis.
• Responsible for a library display per Term.

Knowledge and Experience
• Demonstrated a proven ability with the craft of Librarianship.
• Demonstrated communication and team building skills, which encourage the involvement of staff, students and members of the wider community.
• Demonstrated high level of organisational and time-management skills and the ability to manage a series of tasks at the one time.
• Proven ability to work as a team member.

Working Relationships
• Reports to the Library Manager in relation to all delegate responsibilities.
• Works collaboratively with teaching staff to ensure the support of curriculum.
• Works with students in a way that is responsive to students needs.
• Functions as part of the College Library team.

Application Procedure
Applications are to be forwarded to pzammit@sbc.vic.edu.au.