



# Job Description

(For Positions in CAW Local 555, Unit 1)

*Job descriptions do not include every duty that an individual in a position performs. They are intended to be representative and characteristic of the duties required and the level of work performed. Depending upon the size of the department or unit and its functional activities, incumbents who fall into this category may perform all of the duties listed below or, in the case of large departments or units, may be assigned to designated specialized functions.*

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JD #:	<b>JD00378</b>	Pay Grade:	<b>7</b>
JD Title:	<b>Library Assistant (Accounts &amp; Reference)</b>	JD FTE Hours:	<b>35</b>
Job Family:	<b>Library</b>		

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## General Description

Responsible for providing research help to library patrons, and for processing a variety of financial transactions. Requires a thorough knowledge of library policies, procedures, and systems and a knowledge and understanding of financial policies and procedures.

## Representative Duties & Responsibilities

- Monitor budgets and reconcile accounts. Complete financial forms including, but not limited to, electronic cheque requisitions, purchase orders and journal entries.
- Review and reconcile brokerage invoices to confirm that the value for duty, format of material, and appropriate tax rebates have been applied.
- Review, assess, determine, and calculate applicable taxes on foreign and domestic invoices and ensure that rebates are received for each applicable invoice.
- Ensure that the appropriate taxes are paid and rebates received for each invoice.
- Prepare and verify all accounts payable and receivable transactions.
- Identify financial discrepancies and contact vendors and suppliers to resolve billing issues.
- Audit vendor and supplier financial statements and report discrepancies.
- Write a variety of document including, but not limited to, correspondence, instructions, and procedures.
- Input financial and other information required to process payroll.
- Create and edit financial records.
- Generate invoices for various Library services
- Exchange library system and procedure information with colleagues and users.
- Set up and maintain filing systems, both electronic and hard copy.
- Source pricing information and order supplies and furniture as required.
- Assist in the planning and organization of special events by assessing venues and booking catering.
- Gather and compile information required to update and maintain various manuals and procedure documents.
- Act as the first point of contact for users of all types. Answer or redirect general inquiries in person, by telephone and via email and respond independently to inquiries that are specific in nature and require a thorough knowledge of established policies and procedures.
- Interpret bibliographic references to determine if the library owns the specific materials, identify where the items are located in the library system and determine whether or not they are available.
- Provide in-depth research help by interpreting patron requests for research materials and finding solutions to their research needs by constructing complex search queries of various online systems and networks.
- Advise patrons on how to search, locate, retrieve and interpret information from various library systems and databases.
- Ensure that reference questions are answered in a timely manner and follow-up appropriately.
- Refer requests to the appropriate internal and external sources and offer alternatives as required.

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## Supervision

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- Provide direction to others in how to carry out work tasks.
- Provide orientation and show procedures to others.

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## Qualifications

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- Bachelor's degree in a relevant field.
- 2 year Community College diploma in Library and Information Technology.
- Requires 4 years of relevant experience, including two years for the completion of a diploma in Library and Information Technology.

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## Effort

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### Physical Effort:

- A typical work day consists of greater than 3.5 hours of low physical effort for activities such as:
  - Intermittent periods of keyboarding to conduct searches, process payments, and maintain records.
  - Lifting and handling library materials.
- A typical work day consists of up to 3.5 hours of moderate physical effort for activities such as:
  - Keyboarding for prolonged periods to calculate, create, and edit financial records and enter financial data into spreadsheets.
  - Standing while assisting library patrons.
- Elements of high physical effort are not a regular feature of this job.

### Mental Effort:

- A typical work day occasionally requires routine mental effort for activities such as:
  - Collecting routine information to prepare routine documents, respond to inquiries, input data into a records database, and process payments.
- A typical work day consists of greater than 3.5 hours of moderate mental effort for activities such as:
  - Interpreting patron requests for research materials and find solutions to their research needs.
  - Interpreting bibliographic references to determine if the library owns the specific materials.
  - Responding independently to inquiries that are specific in nature and require a thorough knowledge of established policies and procedures.
  - Monitoring budgets and reconciling accounts.
- A typical work day consists of up to 2 hours of high mental effort for activities such as:
  - Scrutinizing reserve reading lists, call numbers and publication information for errors and omissions.
  - Reviewing, assessing, and determining which applicable taxes should be applied or exempt from foreign and domestic invoices.

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## Working Conditions

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### Physical Environment:

- There are no particularly unpleasant elements inherent in the job.

### Psychological Environment:

- Occasionally interacts with library patrons who may be rude or upset.
- Frequently deals with competing library patron requests and research inquiries.

### Health & Safety:

- There are minimal health and safety risks inherent in the job.



# Job Description Rating Sheet

(For Positions in CAW Local 555, Unit 1)

JD #:	<b>JD00378</b>	Pay Grade:	<b>7</b>
JD Title:	<b>Library Assistant (Accounts &amp; Reference)</b>	Total Points:	<b>457</b>
Job Family:	<b>Library</b>		

Factor	Subfactor	Level Rating	Points
<b>Skill</b>	1. Applied Reasoning and Analytical Skills	<b>4.0</b>	83
	2. Breadth of Knowledge	<b>2.0</b>	13
	3. Adaptation to Change/Updating of Learning	<b>2.0</b>	12
	4. Interpersonal Skill	<b>3.0</b>	39
	5. Education and Experience	<b>E3</b>	100
	6. Dexterity and Coordination	<b>2.0</b>	12
<b>Effort</b>	7. Physical Effort	<b>2.0</b>	11
	8. Mental Effort	<b>3.0</b>	55
<b>Responsibility</b>	9. Planning and Coordination	<b>2.0</b>	28
	10. Responsibility for Others	<b>2.0</b>	33
	11. Accountability for Decisions Actions Affecting People, Assets, and Information	<b>2.5</b>	53
<b>Working Conditions</b>	12. Physical Environment	<b>1.0</b>	3
	13. Psychological Environment	<b>2.0</b>	10
	14. Health and Safety	<b>1.0</b>	5