

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.

JD #:	JD00510	Pay Grade:	5
JD Title:	Metadata & Digital Services Library Assistant	JD FTE Hours:	35
Job Family:	Library		

General Description

Responsible for the creation and maintenance of digital images and metadata to support the discovery of and access to the University Library's digital collections. Responds to basic research inquiries.

Representative Duties & Responsibilities

- Creates digital images in several formats. Edits images to ensure that accurate representations are presented to the user.
- Creates and edits bibliographic and authority records, including original metadata records for non-published archival items. Adheres to international cataloguing and metadata rules and bibliographic standards. Selects subject headings from a data dictionary or online database.
- Participates in the planning, organization, and creation of data and images.
- Provides access to resources using metadata terms from the appropriate metadata standards.
- Verifies form of entry using authority databases.
- Edits and maintains web pages housing digital collections.
- Writes and updates procedures and reports as required.
- Conducts database, literature, and web searches to locate information for use in metadata records.
- Responds to basic research inquiries in person at the research help desk and via email, telephone, and interlibrary loans.
- Establishes new practices and guidelines for items not included in the traditional bibliographic formats.
- Solves technical problems associated with scanning, organizing, and storing images.
- Provides technical assistance to project participants located at other institutions.
- Instructs users how to search the library catalogue and how to use specialized tools and equipment to locate and view information.
- Applies established operability guidelines to ensure that records can be shared internationally.
- Remains current with cataloguing rules, standards, and guidelines.
- Remains current with digitization technology and practices and adapts to new software and technology used for each digitization project.
- Exchanges technical information with internal and external colleagues and clients.
- Selects images for inclusion on web pages and reviews content of web pages for accuracy.
- Provides input when planning the design of layout and content of web pages for each digital project.
- Reviews bibliographic information written in foreign languages to locate, create, and edit metadata records.
- Searches and exports records from a variety of bibliographic utilities and websites to create and overlay records in digital records.

Supervision

- Ensures adherence to quality standards and procedures for short-term staff.
- Occasionally provides orientation and shows procedures to others.

Qualifications

- 2 year Community College diploma in Library and Information Technology or related field.
- Requires 3 years of relevant experience.

Effort

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 word process documents, enter data into database and conduct electronic searches.
 - Scanning documents.
- A typical work day occasionally requires moderate physical effort for activities such as:
 - Lifting boxes of archive documents.
 - Transporting books and boxes of archives on book trucks.
- 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 and files to word process routine documents such as correspondence, forms, and inputting data into spreadsheets.
- A typical work day consists of greater than 3.5 hours of moderate mental effort for activities such as:
 - Editing images to ensure that accurate representations are presented to the user.
 - Establishing new practices and guidelines for items not included in the traditional bibliographic formats.
 - Solving technical problems associated with scanning, organizing, and storing images.
 - Providing technical assistance to project participants located at other institutions.
- Elements of high mental effort are not a regular feature of this job.

Working Conditions

Physical Environment:

- Occasionally exposed to dust when handling books and archives.

Psychological Environment:

- Frequently deals with competing requests and simultaneous deadlines.
- Occasionally interacts with individuals who may be rude or upset.

Health & Safety:

- Risk to the incumbent is no higher than for the general population.

Job Description Rating Sheet

(For Positions in CAW Local 555, Unit 1)

JD #:	JD00510	Pay Grade:	5
JD Title:	Metadata & Digital Services Library Assistant	Total Points:	359
Job Family:	Library		

Factor	Subfactor	Level Rating	Points
Skill	1. Applied Reasoning and Analytical Skills	3.5	71
	2. Breadth of Knowledge	1.0	5
	3. Adaptation to Change/Updating of Learning	2.0	12
	4. Interpersonal Skill	2.0	23
	5. Education and Experience	D3	60
	6. Dexterity and Coordination	2.0	12
Effort	7. Physical Effort	1.0	3
	8. Mental Effort	3.0	55
Responsibility	9. Planning and Coordination	2.0	28
	10. Responsibility for Others	2.0	33
	11. Accountability for Decisions Actions Affecting People, Assets, and Information	2.0	39
Working Conditions	12. Physical Environment	1.0	3
	13. Psychological Environment	2.0	10
	14. Health and Safety	1.0	5