

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 #:	JD00370	Pay Grade:	5
JD Title:	Library Assistant (Technical Services)	JD FTE Hours:	35
Job Family:	Library		

General Description

Responsible for the acquisition, copy cataloguing, and access of collection resources in various formats. Maintains access to electronic resources and the integrity of the online catalogue through the creation, revision, and deletion of all bibliographic and related records for all formats. Requires a thorough knowledge of library policies, procedures, and systems.

Representative Duties & Responsibilities

- Set up and maintain filing systems, both electronic and hard copy.
- Sort, file, shelve, and retrieve materials in a variety of formats.
- Write a variety of documents including, but not limited to, correspondence and procedure manuals.
- Gather information from various sources and conduct pre-order searches.
- Receive and process resource requests for patrons and send notice when materials are available for pick-up.
- Generate information resource use reports by extracting data from the catalogue and other databases as required.
- Monitor accounts for appropriate fund availability.
- Develop and maintain positive relationships with vendors.
- Investigate supplier availability and obtain pricing information for library materials.
- Ensure subscriptions are renewed and paid for on an annual basis to avoid interruption to service.
- Verify that invoices reflect the accurate cost of the product and contain the terms for renewal and report errors to vendors as required.
- Select appropriate existing vendor and generate purchase orders.
- Receive and inspect all library information resources.
- Claim purchases and renewals that have not been received or for which electronic access has been lost.
- Create spreadsheets and input information required to perform calculations including, but not limited to, percentage price increases and proportions of consortia and shared purchases.
- Gather and compile information related to acquisition statistics.
- Catalogue the library's collection using established classification schemes, subject headings, and formats for bibliographic and authority data.
- Conduct database and online searches for vendor, publisher, and holding information.
- Search databases in order to verify, update, and import suitable catalogue records into the library system.
- Extract, interpret, and integrate information from a wide variety of traditional and non-traditional resources.
- Create, edit, and delete bibliographic and related records.
- Test library system software upgrades by verifying the parameters for indexing, sorting, and displaying information, and refers any issues to others for resolution.
- Explain relevant cataloguing rules and codes to library staff and patrons.
- Provide advice and training on how to find bibliographic information to library staff and patrons.
- Locate and update new uniform resource locators for broken links.
- Provide and maintain access to electronic journals for library patrons.
- Identify and troubleshoot connectivity problems, browser problems, and linking problems for online resources.
- Review package title lists, identify migrating titles, and locate a new source for the item.
- Receive and resolve patron complaints and vendor issues and report publisher's website errors to the publisher.

Representative Duties & Responsibilities

- Ensure that resource questions are answered in a timely manner and follow-up appropriately.
- Interpret bibliographic references to determine if the library owns the specific materials, where the items are located in the library system or on the internet, and whether or not they are available for loan.
- Refer requests to the appropriate internal and external sources and offer alternatives as required.

Supervision

- Ensure adherence to quality standards and procedures for short-term staff and volunteers.

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 correspondence and input data into databases.
 - Lifting and handling library materials.
- Elements of moderate physical effort are not a regular feature of this job.
- 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, filing documents, word processing routine documents such as correspondence and forms, and inputting data into databases.
- A typical work day consists of greater than 3.5 hours of moderate mental effort for activities such as:
 - Extracting, interpreting, and integrating information from a wide variety of traditional and non-traditional resources.
 - Creating, editing, and deleting bibliographic and related records.
 - Generating information resource use reports by extracting data from the catalogue and other databases as required.
 - Identifying and troubleshooting connectivity problems, browser problems, and linking problems for online resources.
 - Testing library system software upgrades to determine the parameters for indexing, sorting, and displaying information.
 - Responding to inquiries that are specific in nature and require knowledge of established departmental policies and procedures.
- Elements of high mental effort are not a regular feature of this job.

Working Conditions

Physical Environment:

- Occasionally handles books that are musty.

Psychological Environment:

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

Health & Safety:

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

Job Description Rating Sheet

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JD #:	JD00370	Pay Grade:	5
JD Title:	Library Assistant (Technical Services)	Total Points:	375
Job Family:	Library		

Factor	Subfactor	Level Rating	Points
Skill	1. Applied Reasoning and Analytical Skills	3.5	71
	2. Breadth of Knowledge	2.0	13
	3. Adaptation to Change/Updating of Learning	2.0	12
	4. Interpersonal Skill	2.5	31
	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