



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 #:	JD00373	Pay Grade:	7
JD Title:	Senior Library Assistant (Collections & Technical Services)	JD FTE Hours:	35
Job Family:	Library		

General Description

Responsible for coordinating the acquisition, cataloguing, processing, and binding processes in the library. Maintains an understanding of library systems and critically assesses user interfaces in order to make informed recommendations on relevant policies and procedures.

Representative Duties & Responsibilities

- Ensure access to information resources in all formats by monitoring electronic resource problems and changes to large electronic resource packages.
- Ensure that department policies and procedures reflect current standards and identify and assess the need for policy changes and develop recommendations for final approval and implementation.
- Collect, analyze, assess, and summarize information relevant to the decision making process and develop recommendations for final approval and implementation.
- Document procedural instructions for a variety of activities including, but not limited to, cataloguing and the operation of databases.
- Maintain knowledge of the Integrated Library System and test system upgrades pertaining to the relevant modules.
- Coordinate staff workflow in acquisitions, cataloguing, and processing by preparing procedure documents, training staff on procedures, delegating tasks to others, and monitoring the progress and quality of the work being completed.
- Identify workflow concerns and report problems to supervisor.
- Coordinate the implementation of major library collection projects.
- Coordinate the gathering of collections and technical services statistics.
- Attend and participate in meetings.
- 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 budgets 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.
- 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.
- Map and interpret database structure, and identify, troubleshoot, and resolve issues with library systems.

Representative Duties & Responsibilities

- 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 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 to determine the parameters for indexing, sorting, and displaying information.
- 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.
- Ensure that reference questions are answered in a timely manner and follow-up appropriately.

Supervision

- Provide lead hand supervision and is responsible for the quality and quantity of work of others.
- Provide orientation and show procedures to others.

Qualifications

- Bachelor's degree in a relevant field.
- 2 year Community College diploma in Library and Information Technology.
- Requires 5 years of relevant experience, including two years for the completion of a diploma in Library and Information Technology.

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 process documents, enter data into databases, and create bibliographic records.
- 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, and inputting data into databases.
- A typical work day consists of greater than 3.5 hours of moderate mental effort for activities such as:
 - Assessing the need for policy changes and developing recommendations for final approval and implementation.
 - Analyzing, assessing, and summarizing information relevant to the decision making process and developing recommendations for final approval and implementation.
 - Extracting, interpreting, and integrating information from a wide variety of traditional and non-traditional resources.
 - Explaining relevant cataloguing rules and codes to library staff and patrons.
- A typical work day consists of up to 2 hours of high mental effort for activities such as:
 - Scrutinizing catalogue records for errors and omissions.
 - Troubleshooting and resolving issues with library systems.

Working Conditions

Physical Environment:

- Occasionally handles books that are musty.

Psychological Environment:

- Frequently deals with competing requests and inquiries.

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 #:	JD00373	Pay Grade:	7
JD Title:	Library Assistant (Collections & Technical Services)	Total Points:	485
Job Family:	Library		

Factor	Subfactor	Level Rating	Points
Skill	1. Applied Reasoning and Analytical Skills	4.0	83
	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	E4	104
	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	3.0	46
	10. Responsibility for Others	3.0 ^{Lead}	55
	11. Accountability for Decisions Actions Affecting People, Assets, and Information	2.5	53
Working Conditions	12. Physical Environment	1.0	3
	13. Psychological Environment	2.0	10
	14. Health and Safety	1.0	5