

# Job Description

## Librarian

## **PURPOSE OF THE POSITION**

(The main reason for the position, in what context and what is the overall end result)

The Librarian is responsible for providing library and research services for the organization and maintenance of the library and its collections.

## **SCOPE**

(The way that the position contributes to and impacts on the organization)

The Librarian reports directly to the Senior Administrative Officer and provides librarian and research services. Providing adequate services will ensure that materials are current and accessible, and available to library users when required.

## **RESPONSIBILITIES**

(Major responsibilities and target accomplishments expected of the position including the typical problems encountered in carrying out the responsibilities.)

1. Manage the planning, administrative and budgetary functions of library and information services

### Main Activities

- Establish and implement library and information policies and procedures
- Develop and manage convenient, accessible library and information services
- Establish and manage the budget for library and information services, technology and media
- Develop and manage cost-effective library and information services, technology and media
- Order materials and maintain records for payment of invoices
- Analyze and evaluate library and information services, technology and media service requirements
- Prepare reports related to library and information services, technology and media services, resources and activities

2. Provide effective access to library collections and resources

### Main Activities

- Develop and maintain collections management policies and procedures
- Perform original cataloguing and classification of print, audio-visual and electronic resources
- Develop and maintain special indexing systems and files for special collections

3. Maintain the organization of library materials

Main Activities

- Ensure an accurate inventory of resources
- Ensure efficient retrieval by users
- Search external database programs for the availability of cataloguing copy
- Maintain inventories, compile statistics and generate reports as required
- Develop and maintain cataloguing procedures
- Distribute materials for cataloguing
- Determine the type of cataloguing required
- Enter cataloguing data into the library's automated system
- Process resources for placement on shelf
- File cards in shelf list
- Complete cataloguing records where only partial copy is available
- Index materials for the pamphlet collection

4. Provide library services in response to the information needs of library users

Main Activities

- Respond to daily on-site requests for information
- Train library users to effectively search the Library catalogue, Internet and other electronic resources
- Provide an interlibrary loan service for both book and audiovisual materials and maintain records
- Maintain records for the interlibrary loan service
- Maintain circulation files, records and statistics

5. Perform other related duties

## **KNOWLEDGE, SKILLS AND ABILITIES**

(The knowledge, skills and attitudes required for satisfactory job performance)

### **Knowledge**

The incumbent must have proficient knowledge in the following areas:

- ✓ library policies, procedures, methods, ethics and professional standards
- ✓ library programming standards
- ✓ research and information gathering systems and methods
- ✓ a variety of information database systems
- ✓ conducting Internet searches
- ✓ organization and structure of the library
- ✓ other information and library resources
- ✓ northern cultures
- ✓ computerized information database systems
- ✓ library systems for cataloguing, acquisitions and searching, on-line bibliographic utilities
- ✓ capabilities and information resources of the Internet and other electronic databases

### **Skills**

The incumbent must demonstrate the following skills:

- ✓ ability to manage a library and its collection
- ✓ team building skills
- ✓ research skills
- ✓ organizational skills
- ✓ analytical and problem solving skills
- ✓ decision making skills
- ✓ effective verbal, presentation and listening communications skills
- ✓ effective written communications skills
- ✓ computer skills including the ability to operate computerized library, spreadsheet, word-processing, spreadsheets, email, database and graphics and website development programs at a highly proficient level
- ✓ computer skills including the ability to operate email and conduct Internet research
- ✓ stress management skills
- ✓ time management skills

### **Personal Attributes**

The incumbent must maintain strict confidentiality in performing the duties of the Librarian. The incumbent must also demonstrate the following personal attributes:

- ✓ be honest and trustworthy
- ✓ be respectful
- ✓ possess cultural awareness and sensitivity
- ✓ be flexible
- ✓ demonstrate sound work ethics

## **WORKING CONDITIONS**

(The unavoidable, externally imposed conditions under which the work must be performed and which create hardship for the incumbent including the frequency and duration of occurrence of physical demands, environmental conditions, demands on one's senses and mental demands.)

### **Physical Demands**

(The nature of physical effort leading to physical fatigue)

There are physical demands associated with this position including lifting boxes, pushing heavy book carts, climbing ladders and spending a significant amount of time standing and walking around the library.

### **Environmental Conditions**

(The nature of adverse environmental conditions affecting the incumbent)

The incumbent is usually the first point of contact for library users. The incumbent is located in an open area office and must spend a considerable amount of time in the library where there are constant interruptions and distractions.

### **Sensory Demands**

(The nature of demands on the incumbent's senses)

The incumbent must spend long hours in intense concentration of both a technical and an interpersonal nature. The incumbent must be especially adept at listening to and understanding others from a variety of cultural backgrounds. The incumbent must spend long hours on the computer which requires a great deal of attention to detail.

### **Mental Demands**

(Conditions that may lead to mental or emotional fatigue)

The incumbent is faced with mental demands stemming from the need to communicate with others on a regular and ongoing basis. Accuracy and attention to detail are essential when classifying and organizing resources to ensure accessibility to library users.

## CERTIFICATION

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Employee Signature	Supervisor's Title
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Printed Name                      Date	Supervisor's Signature                      Date
I certify that I have read and understand the responsibilities assigned to this position.	I certify that this job description is an accurate description of the responsibilities assigned to the position.
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Senior Administrative Officer's Signature                      Date	
I approve the delegation of responsibilities outlined herein within the context of the attached organizational structure.	

The above statements are intended to describe the general nature and level of work being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of the position.