

Job Class Profile: **Instructional Materials Development Specialist/Librarian**

Pay Level: **CG-36** **Point Band:** **790-813**

Factor	Knowledge	Interpersonal Skills	Physical Effort	Concentration	Complexity	Accountability & Decision Making	Impact	Development and Leadership	Environmental Working Conditions	Total Points
Rating	6	4	2	4	5	4	4	4	2	
Points	280	67	13	19	150	87	83	86	21	806

JOB SUMMARY

The Instructional Materials Development Specialist/Librarian is responsible for the administration of the Learning Resource Centre and the computer lab to meet the information needs of the educational programs (Bachelor of Nursing and License Practical Nursing) offered by the Centre for Nursing Studies (CNS). Work involves the provision of high quality resources and services to clients through strategic planning and implementation; participates in cooperative planning with faculty, Learning Resource Centre and Information Services personnel to ensure integration of learning resources with the curriculum; participates in the selection and management of Learning Resource personnel; promotes the role of the Learning Resource Centre within and outside the organization; pursues funding to carry out special projects; and ensures regular evaluation of all aspects of Learning Resource Centre operations, services and resources.

Key and Periodic Activities:

- Provides research and reference services for students and faculty to assist them with literature searches in health databases.
- Plans, markets and teaches classes on how to conduct literature searches, use health databases and the Internet and how to evaluate articles.
- Assists students and faculty to write research papers.
- Supervises library staff in the daily operation of the Learning Resource Centre.
- Schedules hours of operation for the Learning Resource Centre.
- Performs library cataloguing services by creating records for new library items which involves providing a call number and appropriate classification. Add and delete records from the library catalogue and troubleshoot any problems.
- Determines which items are no longer required for the library.
- Maintains budget related to ordering textbooks for faculty, and books, DVDs and supplies for the library.
- Orders textbooks three times a year which involves the completion and submission of order forms to Memorial University bookstore. Ensures ordering information is correct, orders copies for faculty and distributes books to faculty.

SKILL

Knowledge
<p>General and Specific Knowledge:</p> <ul style="list-style-type: none"> — Library policies and procedures — Library research methods <p>Formal Education and/or Certification(s):</p> <ul style="list-style-type: none"> — Minimum: Masters degree in Library and Information Studies <p>Years of Experience:</p> <ul style="list-style-type: none"> — Minimum: 2 to 3 years of experience. <p>Competencies:</p> <ul style="list-style-type: none"> — Ability to provide library research and reference services. — Ability to supervise and provide direction to others.
Interpersonal Skills
<ul style="list-style-type: none"> — A range of interpersonal skills are utilized including listening to information from students and faculty requesting information; asking questions to gain additional information/clarification; providing routine information and direction to others; communicating complex information; instructing and training students and staff how to develop search statements, use health databases to locate information and evaluate web sites and articles. — Communications occur with employees within the Learning Resource Centre and Centre for Nursing Studies as well as students and faculty.

EFFORT

Physical Effort
<ul style="list-style-type: none"> — Work demands do not result in considerable fatigue, requiring periods of rest. — Required to lift or move books weighing less than 10 lbs. — Sitting is required while performing computer work (involving fine finger or precision work) but freedom of movement exists. — Standing, walking and working in awkward or cramped positions involving bending, kneeling and stretching is occasionally required.
Concentration
<ul style="list-style-type: none"> — Visual concentration is required as the majority of duties involve computer work. — Repetition requiring alertness and eye hand coordination are required when adding or deleting records to the library catalogue; marking assignments and searching databases and the Internet for information. — Lack of control over work pace and interruptions occur as the Learning Resource Centre provides services to students and faculty including checking out library materials and assisting students with research papers. — The need for exact results and precision occurs when marking assignments, placing book or equipment orders and adding or deleting records to the library catalogue.
Complexity

- Oversees the administration of the Learning Resource Centre and the computer lab to meet the information needs of the Centre for Nursing Studies.
- Participates in cooperative planning with faculty and staff to ensure integration of learning resources with the curriculum.
- Provides research and reference services for students and faculty to assist them with literature searches in health databases. This involves analyzing/understanding the nature of the information request, conducting appropriate research and compiling relevant information.
- Typical challenge would be assisting students and faculty in determining how to reference sources (i.e. web page) for research papers. This involves consulting the American Psychology Association manual.
- References available to address typical work challenges include manuals, library policies, procedures and research methods; IT department for troubleshooting purposes and other library colleagues.

RESPONSIBILITY

Accountability and Decision-Making

- Work tasks and activities are somewhat prescribed.
- Independently makes decisions on hiring students for the library and making changes to library policies.
- Utilizes discretion and judgment when cataloguing library resources and providing reference and research services.
- Purchasing materials over \$200 requires supervisory approval.

Impact

- The provision of information research and reference services directly impacts students and staff while library related work such as cataloguing and classifying library resources impacts staff in the Learning Resource Centre and the Centre for Nursing Studies. Work activities also impact library equipment, information and material resources.
- Consequences of errors have some impact in the Learning Resource Centre and Centre for Nursing Studies and on students (i.e. ordering incorrect materials/information or incorrect number of textbooks impacts students in their ability to complete course work).

Development and Leadership of Others

- Typically supervises a small size work group of employees (1 to 4).
- Provides on-the-job advice/guidance, direction and orientation to new staff.

WORKING CONDITIONS

Environmental Working Conditions

- There is no requirement for any special precautions or safety equipment.
- Limited likelihood of minor cuts, bruises, abrasions or minor illnesses.
- Exposed to dirt and dust.