

Job Class Profile: Librarian III**Pay Level: CG-41 Point Band: 950-993**

| Factor | Knowledge | Interpersonal Skills | Physical Effort | Concentration | Complexity | Accountability & Decision Making | Impact | Development and Leadership | Environmental Working Conditions | Total Points |
|--------|-----------|----------------------|-----------------|---------------|------------|----------------------------------|--------|----------------------------|----------------------------------|--------------|
| Rating | 7 | 5 | 2 | 4 | 6 | 5 | 5 | 4 | 3 | |
| Points | 327 | 83 | 13 | 19 | 180 | 108 | 103 | 86 | 32 | 951 |

JOB SUMMARY

The Librarian III performs professional library work in managing a range of administrative and technical services within a library or resource centre environment including operations of a regional resource library, major section of a provincial reference and resource collection or specialized program of province-wide scope.

Key and Periodic Activities

- Performs library management duties including establishing and maintaining the library as a supportive learning and information environment; develops, implements and evaluates library policies and procedures; plans and manages the library budget; orders materials and supplies and promotes library services.
- Functions as head of a major section of a provincial reference and resource collection.
- Plans, develops, coordinates and promotes a major, specialized program of province-wide scope.
- Participates in strategic planning and implementation on an organizational level.
- Instructs students, faculty and staff in the use of information sources by developing, delivering and evaluating bibliographic instructional sessions; facilitating information literacy workshops; developing modules on research techniques as well as subject and resource guides.
- Develops and oversees a large and varied library collection by analyzing and selecting library resources to meet the organization's needs.
- Catalogues and classifies all new materials in order to facilitate access and provide effective control of the library collection by applying cataloguing and classification principles and standards set out by Library of Congress, Library and Archives Canada and in accordance with organizational policy; conducts subject analysis to assign subject headings and call numbers; ensures correct application of Anglo American Cataloguing Rules 2 (AACR2) and Machine Readable Cataloguing 21st version (MRC21) cataloguing standards.
- Oversees, directs and coordinates technical and clerical staff performing technical library services such as material processing, circulation services and inter-library loans. Establishes related policies and standards. Directs and evaluates the work of technical and clerical library staff and participates in staff recruitment, selection and training.

Key and Periodic Activities

- Provides instructional support and program development by collaborating with faculty and staff to research new training methods and to select library resources to support the delivery of learning objectives.
- Performs literature searches on behalf of library patrons which involve determining the most appropriate terms to use when searching a variety of databases; evaluating the results and selecting the most appropriate information for the individual.
- Participates in a variety of committees.
- Markets and promotes library services.
- Conducts presentations regarding library services.
- Prepares statistical reports.

SKILL

Knowledge

General and Specific Knowledge:

- Catalogue and classification standards including Library of Congress Subject Headings, Anglo American Cataloguing Rules 2 (AACR2) and Machine Readable Cataloguing 21st version (MRC21).
- Reference research.

Formal Education and/or Certification(s):

- Minimum: Master's Degree in Library Science or Library and Information Science (MLIS) accredited by the American Library Association.

Years of Experience:

- Minimum: 4 – 5 years of experience.

Competencies:

- Report Writing.

Interpersonal Skills

- A range of interpersonal skills are utilized including listening to requests for library services and asking questions to clarify the nature of the requested services (i.e. reference requests) and providing the necessary information; providing routine information regarding library services; communicating complex information related to reference requests; promoting library services; providing formal and informal instruction regarding library services and acting as a coach or mentor.
- Communications typically occur with co-workers (i.e. other Librarian positions and library clerical/technical positions) and employees throughout an organization; with supervisors/managers, students and the general public.
- The most significant contacts would be with library patrons and could include college students, members of the general public, government employees or health related staff (e.g. physicians, health professionals, hospital administrators, etc.), depending on the work location.

EFFORT

| Physical Effort |
|--|
| <ul style="list-style-type: none"> — Work demands do not typically result in fatigue, requiring periods of rest. — Lifting and moving of library materials and boxes of books weighing up to 25 lbs occurs occasionally. — Sitting, standing and walking are required regularly to complete daily tasks. — Fine finger or precision work is required to perform computer work including research. |
| Concentration |
| <ul style="list-style-type: none"> — Visual concentration is required to complete database searches; perform cataloguing and classifying work; shelving library materials in the correct order and to read print and electronic resources. — Auditory concentration is required to listen to library patrons asking reference questions on a regular basis. Listening to understand the request is required to be able to answer the question correctly and provide the appropriate answer/direction/advice. — Repetition requiring alertness is required to review new title lists and to delete materials from the library catalogue. — Alertness for the health and safety of library patrons is required. — Time pressures exist to order library resources and materials and to respond to requests for information in a timely manner. — Deadlines exist as all ordered resources must be received and budget allocated before the end of the fiscal year. — Interruptions are common as library work is service oriented and requests for service can interrupt daily work tasks and activities. — Pace of work is frequently dictated by the needs of library patrons. — Eye hand coordination is required for all computer functions. — Exact results and precision are required when cataloguing and classifying materials; performing literature searches since entering incorrect information will not retrieve the proper results; allocating the annual library budget and evaluating the search results to select the most appropriate resources. |
| Complexity |
| <ul style="list-style-type: none"> — Work involves a series of tasks and activities which are different and require the use of a broad range of skills and diversity of knowledge. Activities typically require creative problem definition, analysis and the development of complex solutions and may have policy/strategic significance. — Handles complex reference requests on a regional or provincial basis which typically cannot be addressed by other professional staff. — The most typical challenge or issue relates to requests for information or reference questions. These requests/questions can be complex in nature and require different solutions or information. Typically reference interviews are held to assess and understand the research need. Literature searches are conducted using a variety of databases as well as searching library collections and then evaluating and communicating the results and retrieving the most relevant articles or items in a timely manner. |

- References available to address typical challenges and issues include library resources such as electronic databases and online tutorials, the Internet, print resources and other librarians are available for assistance. Other references available include organizational policies and procedures (i.e. privacy/confidentiality) and library specific (i.e. circulation/collection development) policies and procedures; Library of Congress Subject Headings (LCSH); Copyright Act; Anglo American Cataloguing Rules 2 (AACR2) and Machine Readable Cataloguing (MARC 21). Collective agreement is utilized for staffing related issues.

RESPONSIBILITY

Accountability and Decision-Making

- Work tasks and activities are somewhat prescribed as there are organizational policies in place related to library operations as well as established methods and standards related to the cataloguing and classification of library resources. Daily work tasks are performed with a high degree of autonomy and are not supervised.
- Decision not requiring formal approval are made regarding daily library operations including allocating library budget for resources; prioritizing and assigning work duties; scheduling staff; ordering supplies; recommending revisions to library policies; cataloguing and weeding decisions as well as the physical lay-out of the library/resource centre; selecting and organizing library resources; organizing classroom instruction on library services; and processing inter-library loans.
- Decisions requiring supervisory approval include the purchase of books and library resources; hiring staff; travel to attend conferences and workshops; policy changes and approval of leave.
- Discretion is exercised in the daily operations of the library; delegation of duties and work priorities; allocating monies within a pre-set budget and scheduling staff.
- A high degree of independent discretion and judgment is utilized to make decisions regarding the library collection to ensure library resources are relevant to the collection and the organization's needs as well as to perform literature searches and reviews on policy issues.

Impact

- Work activities may have regional or provincial impacts as work involves the operations of a regional resource library; the operations of a major section of a provincial reference and resource collection or a major, specialized program of province-wide scope.
- Impacts of work tasks and activities are felt within the immediate work area (i.e. delegating tasks to library technical and clerical staff), throughout the organization, and outside the organization in terms of providing information and research.
- Work activities typically impact processes and systems (i.e. cataloguing and classifying resources), information and material resources (i.e. maintaining the library collection); finances (i.e. budget allocation for new resources); facilities (i.e. maintaining library environment/providing information regarding facility design); health and safety of library patrons/staff and corporate image.
- Mistakes could impact on library staff in terms of work responsibilities and on patrons since they may receive incorrect information/research based on their requests. Additional impacts of mistakes may include entering incorrect information into library databases or catalogue systems; mismanaging budget allocations; maintaining an accurate and relevant library

collection as well as staff schedules. Consequences of mistakes or errors could lead to a negative impact on corporate image if library services are not performed in a professional manner.

- Typical time frame to identify and resolve consequences of mistakes or errors varies widely depending on the nature of the mistake. Mistakes in cataloguing resources or in providing inaccurate information may be resolved within hours; however mistakes in resource acquisition may take much longer to resolve.

Development and Leadership of Others

- Typically responsible for direct and ongoing bargaining unit supervisory activities for a small size work group of employees (1 to 4 employees).

WORKING CONDITIONS

Environmental Working Conditions

- No special precautions or safety equipment is required.
- Limited likelihood of minor cuts, bruises, abrasions, minor illnesses, fractures or injury resulting in partial or total disability if health and safety precautions are followed.
- Primarily there is regular exposure to dirt and dust from books and book shelves and computer glare and some other exposures on a less frequent basis.