
Librarian

DEFINITION

This is professionally advanced library work performed in a variety of resource centres throughout civic departments; involving the supervision of subordinates and the full responsibility for the conceptual design, implementation, control and development of departmental resource centres through the application of a broad range of library sciences knowledge.

Employees of this classification assume primary responsibility for the development and administration of a civic departmental resource centre and/or satellite sites. Responsibilities include full exercise of judgement in collection development, the establishment of library policies and procedures, performance of complex research and reference services, and the full administrative supervision of clerical and/or technical staff, including the organization and coordination of all activities related to resource centre operations.

Work of this class is distinguished from that of a technical nature by the degree of responsibility assumed in the establishment of resource centre policies; the judgement exercised in the full development of the collection; the advanced nature of the research offered, including the provision of computerized and other specialized techniques in reference searches; the professional expertise and awareness in the field of information science and the conceptual application of this knowledge to the operation of departmental resource centres; and supervisory duties.

Employees will work independently, referring unusual difficulties to an administrative superior.

TYPICAL DUTIES*

Establishes library objectives and determines library policies and procedures.

Assumes primary responsibility for collection development.

Organizes and coordinates all activity related to the acquisition and processing of new material and supervises the maintenance of the existing collection.

Performs original or difficult cataloguing and classification of subject materials. May provide guidance to Library Technicians performing routine cataloguing.

Implements diverse methodologies to provide complex research services to users; conducts computerized reference searches, implements new data bases of interest to users; ensures routine reference duties are fulfilled, either directly or through the supervision of staff.

Compiles comprehensive, complex, diverse bibliographies from all relevant resource material.

Maintains awareness of interests of department and provides information and resources to meet department needs.

Develops suitable contacts with other resource centres in order to provide back-up resources for the library collection; supervises inter-library loan procedures.

Keeps abreast of developments in the field of information science through perusal of professional journals and the like.

Assists in records retention and management systems development for a department.

Performs related work as required.

KNOWLEDGE, ABILITIES AND SKILLS

Thorough knowledge of library sciences, principles, practices, methods and techniques.

Ability to supervise; to plan and control activities of a library; to deal effectively with clients and other professionals.

Ability to plan and administer library budgets.

TRAINING AND EXPERIENCE REQUIREMENTS

Job Level

University graduation from a recognized university, supplemented by the completion of a Masters' of Library Science Degree, plus two (2) years of progressively more responsible professional work experience, including some supervisory experience.

** This is a class specification and not an individualized job description. A class specification represents and defines the general character, scope of duties and responsibilities of all positions within a specific job classification. It is not intended to describe nor does it necessarily list the essential job functions for a specific position in a classification. Positions may perform some of the duties listed above but this does not necessarily qualify for placement into this classification.*

Salary Plan	<u>21M</u>	<u>21A</u>	<u>21B</u>	<u>21C</u>
Job Code	0479		0480	

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