


# Job Evaluation Rating Document

<p><b>CUPE, SEIU, SGEU, SAHO</b></p> 	<p><b>Job Title</b> Librarian</p> <hr/> <p><b>Date</b> October, 2000</p> <hr/> <p><b>Revised Date</b> 2004</p> <hr/> <p><b>Revised Date</b> November 20, 2018</p> <hr/>	<p><b>Code</b></p> <hr/> <p>219</p> <hr/>
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<p><b>Decision Making</b></p> <p>Develop and implement procedures related to the delivery of information/reference material in accordance with accepted practices and regulations. Develops plans to achieve short term objectives by developing, designing and managing information resources.</p>	<p><b>Degree</b></p> <hr/> <p>3.5</p> <hr/>
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<p><b>Education</b></p> <p>Grade 12. Masters degree in Library and Information Science.</p>	<p><b>Degree</b></p> <hr/> <p>7.0</p> <hr/>
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<p><b>Experience</b></p> <p>Eighteen (18) months previous experience in an automated library environment. Twelve (12) months on the job to gain experience in a health science setting, consolidate organizational skills and become familiar with department policies and procedures.</p>	<p><b>Degree</b></p> <hr/> <p>6.0</p> <hr/>
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<p><b>Independent Judgement</b></p> <p>Judgement, in accordance with generally accepted practices is used in creating a cataloguing database and preparing/reviewing cataloguing policies and procedures. User needs are assessed based on program/project objectives. Work involves a choice of methods or procedures, analysis and troubleshooting to solve problems associated with the collection, evaluation of information and its validity.</p>	<p><b>Degree</b></p> <hr/> <p>4.0</p> <hr/>
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<p><b>Working Relationships</b></p> <p>Provides technical explanation and/or advice to other library users and is the specialist in the area of library services. Uses persuasion to secure cooperation of other libraries for inter-library loans and shared services.</p>	<p><b>Degree</b></p> <hr/> <p>4.0</p> <hr/>
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Librarian

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<p><b>Impact of Action</b></p> <p>Inadequate development of library policy and practice may impact library services.</p>	<p><b>Degree</b></p> <p>2.0</p>
<p><b>Leadership and/or Supervision</b></p> <p>Provides limited direction to other library staff and contributes to performance reviews. Provides functional guidance and/or specialty advice to physicians and committees regarding the retrieval and utilization of information.</p>	<p><b>Degree</b></p> <p>3.0</p>
<p><b>Physical Demands</b></p> <p>Occasional physical effort lifting, bending and reaching with regular periods of computer operation.</p>	<p><b>Degree</b></p> <p>1.5</p>
<p><b>Sensory Demands</b></p> <p>Regular sensory effort reading, writing and computer operation.</p>	<p><b>Degree</b></p> <p>2.0</p>
<p><b>Environment</b></p> <p>Occasional exposure to minor disagreeable conditions such as dust and interruptions.</p>	<p><b>Degree</b></p> <p>2.0</p>