



Provincial Job Description

TITLE:
(500) Librarian Working Supervisor

PAY BAND:
16

FOR FACILITY USE:

SUMMARY OF DUTIES:

Provides coordination/supervision of the Medical Library. Responsible for the promotion and delivery of library services in addition to staff education in the use of tools and techniques for searching information.

QUALIFICATIONS:

- ◆ **Masters degree in Library and Information Studies**
 - ◆ **Registration with the Canadian Health Libraries Association and Saskatchewan Health Libraries Association**

KNOWLEDGE, SKILLS & ABILITIES:

- ◆ **Advanced computer skills**
- ◆ **Basic medical terminology**
- ◆ **Leaderships skills**
- ◆ **Organizational skills**
- ◆ **Administrative skills**
- ◆ **Interpersonal skills**
- ◆ **Communication skills**
- ◆ **Ability to work independently**
- ◆ **Ability to teach adults**
- ◆ **Analytical skills**
- ◆ **Valid driver's license, where required by the job**

EXPERIENCE:

- ◆ **Previous: Twenty-four (24) months previous experience in an automated library environment.**

KEY ACTIVITIES:

A. Supervision / Administration

- ◆ Provides direct supervision of staff and students.
- ◆ Schedules staff, approves, submits and maintains payroll timesheets.
- ◆ Coordinates vacation/leave/overtime requests.
- ◆ Prioritizes work load and schedules work flow.
- ◆ Provides functional advice/technical expertise and direct supervision to Librarians, Library Technicians and students.
- ◆ Provides instruction/training for students and new staff.
- ◆ Provides input into hiring and assists with performance appraisals and performance reviews.
- ◆ Establishes, maintains and monitors Quality Assurance/Quality Control programs.
- ◆ Researches, reviews and implements new electronic resources.
- ◆ Provides input into department budget and strategic planning.
- ◆ Processes library expenditures and prepares quarterly invoices to the Saskatchewan Health Information Resources Program.
- ◆ Develops/prepares/provides/interprets statistical reports.
- ◆ Acts as a liaison with other departments.
- ◆ Researches, reviews and implements new methodologies and operational procedures.
- ◆ Reviews, implements and maintains documentation of policies and procedures.
- ◆ Identifies training needs and suggests professional development opportunities.
- ◆ Administers vendor license agreements and compliance.

B. Library Services

- ◆ Interviews client and assesses needs.
- ◆ Researches, collects and evaluates available information (e.g., database, Internet, online catalogue).
- ◆ Researches, evaluates and recommends information systems.
- ◆ Develops, designs and manages digital access to and content of internal web portals.
- ◆ Develops and maintains web portals to external digital resources.
- ◆ Develops and implements procedures related to the efficient delivery of information.

C. Information Access and Delivery

- ◆ Provides document delivery functions (e.g., retrieves / delivers documents).
- ◆ Develops, implements and maintains internal and external access to electronic and digital resources.
- ◆ Traces documents and secures their availability.
- ◆ Evaluates, selects, and recommends reference journals and electronic materials.
- ◆ Creates customized electronic information pathways.

D. Collection Development

- ◆ Recommends and selects resources for inclusion in library collections.
- ◆ Creates, edits, revises and maintains cataloguing database.
- ◆ Creates and revises policies and procedures for collection development.
- ◆ Analyzes subject content, assigns appropriate heading and catalogues all resources online.
- ◆ Prepares and writes cataloguing policies and procedures.
- ◆ Establishes new bibliographical records by searching, importing and retrieving from electronic sources.
- ◆ Identifies material for de-selection.
- ◆ Analyzes and evaluates usage statistics for the digital and print library collections.

E. Training/Instruction

- ◆ Provides instruction on information searches utilizing online catalogues, databases, Internet, mobile apps and new technologies.
- ◆ Instructs users in accessing and assessing online full-text journals / online full-text information.
- ◆ Establishes methods and procedures for identifying newly published materials of educational and/or research interest.
- ◆ Develops and evaluates web-based training materials for instruction and on-going staff usage.
- ◆ Evaluates and delivers information to users.
- ◆ Provides functional guidance to the primary function of others including training.
- ◆ Provides specialty advice to physicians regarding proper research practices (copyright).

F: Related Key Work Activities

- ◆ Acts as copyright information resource person.
- ◆ Acts as liaison with publishers for copyright clearance of published materials.
- ◆ Develops evaluation tools, reviews results and makes recommendations.

The above statements reflect the general details considered necessary to describe the principal functions of the job and shall not be construed as a detailed description of all related work assignments that may be inherent to the job.

Validating Signatures:

CUPE:

SEIU:

SGEU:

SAHO:

Date: November 21, 2018