


Job Evaluation Rating Document

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| <p>CUPE, SEIU, SGEU, SAHO</p>  | <p>Job Title Librarian Working Supervisor</p> <hr/> <p>Date Interim Rating - October 22, 2015</p> <hr/> <p>Revised Date November 18, 2015</p> <hr/> <p>Revised Date November 21, 2018</p> <hr/> | <p>Code</p> <p>500</p> <hr/> |
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| <p>Decision Making</p> <p>Develops and implements procedures related to the delivery of information/reference material in accordance with accepted practices and regulations. Develops plans to achieve short term objectives by researching, reviewing and implementing new methodologies, new electronic resources, policies and procedures. Provides solutions where there are no manuals or guidelines.</p> | <p>Degree</p> <p>4.0</p> <hr/> |
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| <p>Education</p> <p>Grade 12. Masters degree in Library and Information Studies.</p> | <p>Degree</p> <p>7.0</p> <hr/> |
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| <p>Experience</p> <p>Twenty-four (24) months previous experience in an automated library environment. Twelve (12) months on the job to develop supervisory/administration skills and to become familiar with department policies and procedures.</p> | <p>Degree</p> <p>6.0</p> <hr/> |
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| <p>Independent Judgement</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 and evaluation of information and its validity.</p> | <p>Degree</p> <p>4.0</p> <hr/> |
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| <p>Working Relationships</p> <p>Provides technical explanation and/or advice to other library staff and 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>Degree</p> <p>4.0</p> <hr/> |
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Job Title

Librarian Working Supervisor

Code

500

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| <p>Impact of Action</p> <p>Inadequate development of library policy and practice may impact the work of others resulting in delays in succeeding or related services. Inadequate budget planning may impact purchasing of needed information resources for health professionals.</p> | <p>Degree</p> <p><u>2.5</u></p> |
| <p>Leadership and/or Supervision</p> <p>Provides regular direction to department staff by organizing work and checking results. Provides functional guidance and/or specialty advice regarding the retrieval and utilization of information to physicians and other medical professionals.</p> | <p>Degree</p> <p><u>4.0</u></p> |
| <p>Physical Demands</p> <p>Occasional physical effort lifting, bending and reaching with regular periods of computer operation.</p> | <p>Degree</p> <p><u>1.5</u></p> |
| <p>Sensory Demands</p> <p>Regular sensory effort reading, writing and computer operation.</p> | <p>Degree</p> <p><u>2.0</u></p> |
| <p>Environment</p> <p>Occasional exposure to minor disagreeable conditions such as interruptions and multiple deadlines.</p> | <p>Degree</p> <p><u>2.0</u></p> |