


Job Evaluation Rating Documentation

<p>CUPE, SEIU, SGEU, SAHO</p> 	<p>Job Title <u>Library Technician</u></p> <p>Date <u>October, 2000</u></p> <p>Revised Date <u>2004</u></p> <p>Revised Date _____</p>	<p>Code</p> <p><u>130</u></p>
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<p>Decision Making</p> <p>Has some choice of action in updating/replacing library materials. Uses discretion in deciding how to best perform research for clients (e.g., internet, publications, text books).</p>	<p>Degree</p> <p><u>3.0</u></p>
<p>Education</p> <p>Grade 12. Library and Information Technology course (2370 hours).</p>	<p><u>4.5</u></p>
<p>Experience</p> <p>No previous experience. Twelve (12) months on the job to consolidate knowledge and skills and become familiar with region/facility/department policies and procedures.</p>	<p><u>4.0</u></p>
<p>Independent Judgement</p> <p>Follows standard practice when cataloging library material. Resolves minor operating problems regarding interlibrary loans, lost books, and operation/maintenance of audiovisual equipment. Provides advice to clients regarding the authenticity and choice of data necessary for the client to achieve their desired outcomes.</p>	<p><u>3.5</u></p>
<p>Working Relationships</p> <p>Has regular contact with other employees, physicians and suppliers requiring tact and discretion. Provides technical explanation and/or advice to other library users.</p>	<p><u>3.5</u></p>

Impact of Action	Degree
<p>Provides library services by searching and retrieving information to meet quality and service requirements.</p> <p>Misjudgements in providing research guidance to clients may impact the work of others resulting in delays in succeeding or related services. Inadequate planning for the purchase of resource material may impact the availability of information for clients.</p>	<u>2.0</u>
Leadership and/or Supervision <p>Provides occasional guidance to staff, students and users. Provides functional guidance regarding use of catalogues, databases and internet.</p>	<u>2.0</u>
Physical Demands <p>Regular physical effort keyboarding, lifting, bending and reaching.</p>	<u>2.0</u>
Sensory Demands <p>Regular sensory effort shelving and cataloging materials with performing regular computerized searches.</p>	<u>2.0</u>
Environment <p>Occasional exposure to minor disagreeable conditions such as dust and interruptions .</p>	<u>2.0</u>