


## Job Evaluation Rating Documentation

<p><b>CUPE, SEIU, SGEU, SAHO</b></p> 	<p><b>Job Title</b> <u>Librarian</u></p> <p><b>Date</b> <u>October, 2000</u></p> <p><b>Revised Date</b> <u>2004</u></p> <p><b>Revised Date</b> _____</p>	<p><b>Code</b></p> <p><u>219</u></p>
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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> <p><u>3.5</u></p>
<p><b>Education</b></p> <p>Grade 12. Masters degree in Library and Information Science.</p>	<p><u>7.0</u></p>
<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 region/facility/department policies and procedures.</p>	<p><u>6.0</u></p>
<p><b>Independent Judgement</b></p> <p>Library services are governed by International cataloguing standards. 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><u>4.0</u></p>
<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><u>4.0</u></p>

<b>Impact of Action</b>	<b>Degree</b>
Coordinates appropriate resources to provide library services to meet user needs. Evaluates journal usage to provide input into services. Inadequate development of library policy and practice may impact the work of others resulting in delays in succeeding or related services.	<u>2.0</u>
<b>Leadership and/or Supervision</b> 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.	<u>3.0</u>
<b>Physical Demands</b> Occasional physical effort lifting, bending and reaching with regular periods of keyboarding	<u>1.5</u>
<b>Sensory Demands</b> Regular sensory effort reading, writing and computer operation.	<u>2.0</u>
<b>Environment</b> Occasional exposure to minor disagreeable conditions such as dust and interruptions.	<u>2.0</u>