



# *Provincial Job Description*

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***TITLE:***  
**(527) Library Systems Analyst**

***PAY BAND:***  
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***FOR FACILITY USE:***

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## ***SUMMARY OF DUTIES:***

Supports the operation and configuration of library information systems. Performs computer systems, database and website administration, and provides access to online resources. Integrates marketing and promotional materials into various websites and provides technical direction and training to library staff.

## ***QUALIFICATIONS:***

- ◆ **Library and Information Technology diploma**

## ***KNOWLEDGE, SKILLS & ABILITIES:***

- ◆ **Advanced computer skills**
- ◆ **Basic medical terminology**
- ◆ **Interpersonal skills**
- ◆ **Organizational skills**
- ◆ **Communication skills**
- ◆ **Analytical skills**
- ◆ **Problem solving skills**
- ◆ **Programming skills**
- ◆ **Ability to work independently**

## ***EXPERIENCE:***

- ◆ **Previous:** Twelve (12) months previous experience working with library information systems.

## ***KEY ACTIVITIES:***

### **A. Library Systems Administration**

- ◆ Configures, supports and maintains all modules of various library information systems.
- ◆ Provides functional advice and technical expertise to library staff.
- ◆ Configures and maintains all remote, digital assets and linking applications.
- ◆ Provides statistics and analyzes reports.
- ◆ Designs and updates various library websites in conjunction with the librarian.
- ◆ Investigates and analyzes technical and access issues.
- ◆ Researches and implements solutions to technical and access issues.
- ◆ Integrates Application Programming Interface (API) into workflows.
- ◆ Ensures compatibility with supporting information systems.

### **B. System Development and Documentation**

- ◆ Designs/creates databases, workflow, documentation, quality control.
- ◆ Performs database maintenance, including analyzing textbases, applying software updates, and troubleshooting issues.
- ◆ Assists with standardization of policies, clinical documents and related information.
- ◆ Assists library patrons in locating needed material.

### **C. Collection Management**

- ◆ Administers journal subscriptions and coordinates renewals.
- ◆ Oversees all document delivery and Inter Library Loans (ILL).
- ◆ Maintains and updates collection records.
- ◆ Supports library staff with serials processing.
- ◆ Prepares reports and interprets data.

### **D. Library Marketing**

- ◆ Designs and develops digital advertisements, signage, printed brochures and handouts, adhering to SHA Communications standards.
- ◆ Assist in the development and delivery of online tutorials and online training sessions.
- ◆ Integrates access services with the website and library information systems.

**E. Related Key Work Activities**

- ◆ **Handles reference and general inquiries.**
- ◆ **Supports on line chat services.**
- ◆ **Assists with access to mobile applications.**

*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:***

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***SGEU:***

***SAHO:***

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***Date: September 10, 2019***