


Job Evaluation Rating Document

<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 <u>November 20, 2018</u></p>	<p>Code</p> <hr/> <p style="text-align: center;">130</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.</p>	<p>Degree</p> <hr/> <p style="text-align: center;">3.0</p>
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<p>Education</p> <p>Grade 12. Library and Information Technology Diploma (1827 hours Sask Polytechnic).</p>	<p>Degree</p> <hr/> <p style="text-align: center;">4.0</p>
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<p>Experience</p> <p>No previous experience. Twelve (12) months on the job to consolidate knowledge and skills and to become familiar with department policies and procedures.</p>	<p>Degree</p> <hr/> <p style="text-align: center;">4.0</p>
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<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>Degree</p> <hr/> <p style="text-align: center;">3.5</p>
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<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>Degree</p> <hr/> <p style="text-align: center;">3.5</p>
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Job Title

Library Technician

Code

130

<p>Impact of Action</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>	<p>Degree</p> <p><u>2.0</u></p>
<p>Leadership and/or Supervision</p> <p>Provides occasional guidance to the primary function of others, including training.</p>	<p>Degree</p> <p><u>2.0</u></p>
<p>Physical Demands</p> <p>Regular physical effort computer operation, lifting, bending and reaching.</p>	<p>Degree</p> <p><u>2.0</u></p>
<p>Sensory Demands</p> <p>Regular sensory effort shelving and cataloging printed materials while performing electronic searches.</p>	<p>Degree</p> <p><u>2.0</u></p>
<p>Environment</p> <p>Occasional exposure to minor disagreeable conditions such as dust and interruptions.</p>	<p>Degree</p> <p><u>2.0</u></p>