

1. IDENTIFICATION

Position No.	Job Title	Supervisor's Position	Financial Code	
08-10154	Community Services Librarian	Manager, Public Library Services (08-03025)	08510-01-3-305-0851000-01-????	
Department		Division/Region	Community	Location
Culture & Heritage		Public Library Services (08570-03)	Baker Lake	Kivalliq

2. PURPOSE

Main reason why the position exists, within what context and what the overall end result is.

The Community Services Librarian provides support in the form of resources, advice and training to all community Librarians in the Nunavut Public Library Services system to ensure that Nunavut's communities are receiving relevant and effective public library services delivered in a consistent and professional manner as described by Nunavut Public Library Services (NPLS) policies and guidelines and national public library standards.

3. SCOPE

Describe the impact the position has on the area in which it works, or if it impacts other departments, the government as a whole, or the public directly or indirectly. How does the position impact those groups/individuals, the organization and/or budgets? What is the magnitude of that impact?

Located in Baker Lake and reporting to the Manager, Public Library Services, the Community Services Librarian is the primary contact at NPLS for community librarians across Nunavut requiring professional help with their operations, and programs. This position takes the lead in the NPLS Team on training and program development. The Community Services librarian conducts site visits to community libraries to ensure the maintenance of public library standards, to monitor community librarian awareness of library policies and procedures, and to provide on-the-job training for library staff. As part of the NPLS headquarters team, the Community Services Librarian provides advice to colleagues and liaison with the communities on issues having a direct impact on community operations, notably program delivery, collection promotion, and training opportunities. The community Services Librarian also co-ordinates community consultations and planning working with individual community librarians and sharing information through the website to meet community needs.

4. RESPONSIBILITIES

Describe major responsibilities and target accomplishments expected of the position. List the responsibilities that have the greatest impact on the organization first and describe them in a way that answers *why* the duties of the position are being performed. For a supervisory or management position, indicate the subordinate position(s) through which objectives are accomplished.

Provides training to staff of Nunavut community libraries, to ensure a consistent standard of public library service is being provided to all patrons in accordance with NPLS policies and procedures.

- ◆ Ensures that staff at community libraries supported by NPLS obtains on-site training and are familiar with the Local Librarian's Handbook.
- ◆ Facilitates the development of Community Library Service Plans which guide community engagement, asset and needs identification to create relevant and sustainable community library services.
- ◆ Works with the Manager to ensure that NPLS policy and procedure instruments, such as the Librarian's Handbook, are current and widely available.
- ◆ Reviews community library procedures and recommends necessary revisions to the Manager of Library Policies.
- ◆ Arranges, administers and facilitates regular system-wide training workshops as required, in consultation with other NPLS headquarters staff.

Conducts community library visits to review each library and assist the community librarian and grant administrators with program development, maintains contact with the community librarian and supervisors to promote and support the continuous identification of strengths, weaknesses, opportunities and treats (S.W.O.T.) relevant to the wellbeing of community members.

- ◆ Uses qualitative and quantitative tools to develop a comprehensive profile of library communities. Share this information with NPLS staff and community librarians to assist in the identification of service opportunities.
- ◆ Works with local organizations to identify service opportunities within communities in order to better match library resources to the local environment.
- ◆ Review basic procedures and initial training with the local librarian to ensure standards are being maintained.
- ◆ Review electronic resources and NPLS website with Community Librarians.
- ◆ Forward records of lost and damaged items to NPLS-HQ for delinking in the NPLS catalogue.
- ◆ Develops acquisition lists with community librarians to support community programs and priorities.
- ◆ Forwards requests from the community librarians for library materials to the Collections Development team with recommendations.
- ◆ Provides the community librarian and grant administrators with the advice and support required in developing Community Library Services Plans including S.W.O.T. Analysis, engagement strategies and special programs, eg. For literacy promotion, early childhood development, etc.

Advises the Collections Development Team on the collection needs, priorities and opportunities at specific Community Libraries. Works with the Team to facilitate the purchase and distribution of library materials.

- ◆ Advises the Manager on the collection needs of the community libraries as determined through consultation and their Community Library Service Plan.
- ◆ Assists in the selection of materials for libraries in the NPLS system.
- ◆ Facilitates the cataloguing and processing of materials in cooperation with NPLS technical staff.
- ◆ Reviews branch statistics and consults with community libraries to evaluate resource selection success
- ◆ Forwards inquiries from community librarians to appropriate NPLS staff for issues such as acquisitions, cataloguing and interlibrary loan.

Promotes Nunavut library services specifically and literacy issues generally, in order to improve Nunavut residents' access to written, electronic, audio and visual material to meet their individual needs.

- ◆ Coordinates library system-wide literacy promotion efforts such as Canadian Library Month, Nunavut Literacy Week, and related author tours.
- ◆ Works with Systems Librarian to ensure website is up to date and reflects upcoming public library events.
- ◆ Provides community librarians with information for promoting literacy generally, eg. reading program outlines, lists of award-winning materials, sources of promotional materials, etc.
- ◆ Assists community librarian in preparation of local library promotional materials.
- ◆ Promotes the borrower-by-mail program to residents of communities without a library.

5. KNOWLEDGE, SKILLS AND ABILITIES

Describe the level of knowledge, experience and abilities that are required for satisfactory job performance.

Knowledge identifies the acquired information or concepts that relate to a specific discipline. *Skills* describe acquired measurable behaviors and may cover manual aspects required to do a job. *Abilities* describe natural talents or developed proficiencies required to do the job.

These requirements are in reference to the *job*, not the incumbent performing the job.

Contextual Knowledge:

- ◆ The incumbent requires a thorough knowledge of community development practices and standards including:
 - Strategic planning
 - Community engagement
 - S.W.O.T. analysis
 - Asset mapping, and public library services
- ◆ The incumbent must have Knowledge of Adult Learning theories, practices and principles.
- ◆ The incumbent should be aware of both manual and automated systems of maintaining public library records. Also be aware of issues having an impact on single person community service operations.

Skills & Abilities:

- ◆ The incumbent must have highly developed communications skills with an ability to:
 - Convey complex information in a cross-cultural context
 - Effective communication skills both orally and writing is required.
- ◆ The incumbent must have experience in delivering on-the-job training and in preparing and delivering community consultations, seminars or similar instructional modules.
- ◆ The incumbent will be working with a wide variety of people having a very broad range of training and skills, and needs to have a tactful and sensitive approach to imparting information and training, within the context of the needs of each individual community librarian.

These skills and knowledge are normally acquired through:

- ◆ A Master's degree in Library and information science (MLS/MLIS) from an ALA accredited university with 6

Assets:

- Experience working in a one-person library is an asset
- The ability to communicate in more than one of Nunavut's official languages is considered an asset
- 5 consecutive years of ethnographic experience, both living and working in Nunavut is considered an asset

An acceptable combination of education and related cross cultural work experience may be considered.

This position is considered to be a position highly sensitive position, requires a Criminal Records Check (CRC) and Vulnerable sector check (VSC).

6. WORKING CONDITIONS

List the unavoidable, externally imposed conditions under which the work must be performed and which create hardship for the incumbent. Express frequency, duration and intensity of each occurrence in measurable time (e.g. every day, two or three times a week, 5 hours a day).

Physical Demands

Indicate the nature of physical demands and the frequency and duration of occurrences leading to physical fatigue or physical stress.

- ◆ This position requires a lot of travel. Each trip could be expected to last a week or longer, including travel time to and from the community. This may involve time zone changes and interruptions to sleep patterns, diet etc.
- ◆ When delivering training the incumbent may be required to stand and speak for several hours continually. During branch visits the incumbent is required to move heavy boxes of books and to re-shelve materials. Library training and demonstrations may require the shifting of furniture and library materials.

Environmental Conditions

Indicate the nature of adverse environmental conditions to which the jobholder is exposed, and the frequency and duration of exposures. Include conditions that disrupt regular work schedules and travel requirements, and conditions that increase the risk of accident, ill health, or physical discomfort.

- ◆ Community trips may be affected by adverse weather.
- ◆ Training requirements may disrupt work schedules. Library materials accumulate dust easily and contribute to a very dry working environment. The incumbent may be regularly exposed to colds and other illnesses during travel and branch visits.

Sensory Demands

Indicate the nature of demands on the jobholder's senses. These demands can be in the form of making

judgements to discern something through touch, smell, sight, and/or hearing. It may include concentrated levels of attention to details through one or more of the incumbents' senses.

- ◆ When fulfilling the requirements of the position the incumbent has to work closely with members of Nunavut's Inuit majority community. This requires sensitivity to cross-cultural communication issues which may arise in that context and a willingness to develop relationship allowing local community members to express their hopes and aspirations for their family, community and culture through services offered in their public library.
- ◆ The incumbent will often be working in dusty environments in close proximity with children and adults.
- ◆ The incumbent will need to be able to speak confidently to the public about libraries and library services.

Mental Demands

Indicate conditions within the job that may lead to mental or emotional fatigue that would increase the risk of such things as tension or anxiety.

- ◆ The incumbent will be required to regularly exercise cross-cultural communication skills, which can be mentally and emotionally stressful.
- ◆ Likewise, the incumbent will need to work with a wide variety of people with greatly varying skill levels, and will need to develop good working relationships with them despite barriers of distance and long intervals of not being able to meet face-to-face.
- ◆ The incumbent is required to do a lot of training in this position which requires tact and patience, particularly in the training of unpaid volunteers. The training may also require changes to the incumbent's schedule which can be stressful. Running public meetings can be stressful. Trying to meet patron's information needs and develop culturally appropriate services for Nunavut's libraries with often inadequate resources can be stressful.

7. CERTIFICATION

<p>_____ Employee Signature</p> <p>_____ Printed Name</p> <p>_____ Date</p> <p>I certify that I have read and understand the responsibilities assigned to this position.</p>	<p>_____ Supervisor Title</p> <p>_____ Supervisor Signature</p> <p>_____ Date</p> <p>I certify that this job description is an accurate description of the responsibilities assigned to the position.</p>
<p>_____ Deputy Minister</p> <p>_____ Date</p> <p>I approve the delegation of the responsibilities outlined herein within the context of the attached organizational structure.</p>	

8. ORGANIZATION CHART

Please attach Organizational Chart indicating incumbent’s position, peer positions, subordinate positions (if any) and supervisor position.

“The above statements are intended to describe the general nature and level of work being performed by the incumbent of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of this position”.