



1. IDENTIFICATION

Position No.	Job Title	Supervisor's Position
70-4482	Manager of Library Services	Senior Academic Officer, 70-10522

Department	Division/Region	Community	Location
Nunavut Arctic College	Head Office	Iqaluit	235

Freebalance Coding: 03300 011 111 0302001 04

2. PURPOSE

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

The incumbent is responsible for the management and on-going development of Library & Information Services for Nunavut Arctic College consistent with the requirements for a library serving a post-secondary educational institution. The mission, goals and objectives of the College and its educational programs are supported and promoted by directing, developing, managing, supervising and implementing services to students, staff and the general public throughout Nunavut. The academic success of students in Nunavut Arctic College programs depends in part on the accessibility and effectiveness of Library Information Services. These services therefore play a significant role in the success of the College in providing educational programs to Nunavummiut.

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?

This position is part of the Academic Affairs Division of the Head Office of Nunavut Arctic College. The incumbent reports to the Senior Academic Officer and is responsible for the provision of library services and library instruction to all students and staff in the three regional campuses: Kitikmeot, Kivalliq and Nunatta, as well as the 24 Adult Community Learning Centers across Nunavut, and the Nunavut Research Institute. In addition, the incumbent is responsible for providing assistance to members of the general public and to GN departments who utilize College library facilities. This position is also required to liaise with other government departments regarding library services. The position is located at Nunavut Arctic College, Nunatta Campus, in Iqaluit. The incumbent supervises the Library Technician position at the Nunatta Campus, three Library Assistants at Nunatta, Kivalliq and Kitikmeot Campuses and coordinates the services provided at the other regional campuses.

Ensures that the services, knowledge and skills delivered are of a quality that will enable students to meet the standards established by Nunavut Arctic College, the Canadian Library Association and the UNESCO School Library Manifesto.

Administers library budget of approximately \$300,000

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.

1. Library Services Management and Development: Sets priorities for library service development and operation to support educational programs of the College, within parameters established by College policies and procedures, and generates long term plans in order to improve library services across the College.

- Establishing Library & Information Services plans (both long term and annual), objectives, policies and procedures and implementing through library staff
- Developing and managing convenient, accessible and cost-effective Library & Information Services that are aligned with the strategic direction of the College
- Analyzing and evaluating Library & Information Service requirements across the College
- Preparing reports for senior management related to Library & Information services, resources, and infrastructure development
- Providing continuous quality improvement
- Developing working relationships and negotiating contracts with suppliers, publishers, government departments, libraries, associations and other educational and research institutions
- Maintaining administrative records
- Seeking alternate sources of funding to increase the library collection and infrastructure and to hire additional staff
- Coordinating NAC participation in GN inter-departmental library services projects

2. Administer Library Budget for all Campuses: Plans long term increases to the Library Services budget, ensures financial control within approved annual budget and provides accurate and reliable financial information regarding library costs to senior management

- Coordinating the long term planning for library budget development required to meet improvements in library services within the three campuses and Community Learning Centres and the Nunavut Research Institute.
- Coordinating the development of the annual library budget to meet current needs and reflect available resources
- Managing budget expenditures; exercising signing authority up to 20,000 for O & M
- Maintaining accurate records for budgetary control
- Approval for payment of invoices

3. Staff Supervision and Evaluation: Within established College Human Resource guidelines, hires and supervises staff to ensure they are effective, efficient and motivated.

- Hiring and supervising library staff, including the Library Technician, Library Assistants, and Co-op Students
- Developing and updating job descriptions
- Supervising staff in the development of their priorities, work plans, and schedules
- Evaluating performance levels and conducting staff performance appraisals
- Supervising staff in the provision of client services
- Supervising and evaluating staff in the use of library information technology
- Supervising and evaluating staff in library science principles, techniques and competencies
- Supervising and evaluating co-op students during professional development placements
- Supervising performance evaluation and assessment of staff

- Disciplining staff verbally and in writing as required
- Approval for staff hours, overtime, etc.

4. Staff Training and Education of Students: Provides training and professional development for library staff, other staff and students in the use of library and information services to ensure academic success and make resources readily available to all Campuses and Community Learning Centres.

- Overseeing professional development of library staff members in computer and online searching techniques
- Training library staff in the use of library information technology
- Training library staff in library principles, techniques and competencies
- Developing and conducting training workshops and educational modules for college staff and students in effective library and database use and research skills
- Conducting point-of-use instruction with library clients
- Promoting and delivering orientation programs to clients
- Making professional development positions available for co-op students and providing appropriate training experience and guidance
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5. Library Systems Development and Co-ordination across all Campuses:

- Establishing and maintaining an interdepartmental library network including a shared library system with the GN libraries
- Configuring, maintaining and refining the Library's automated system
- Ensuring database quality and integrity for maximum effectiveness and access through rigorous database management and the enforcement of professional standards
- Developing specialized information products for use by Campus students and staff, including databases of resource materials used for special projects, pamphlets, pathfinders and bibliographies.
- Developing & maintaining library and program resource information on NAC website, including providing links to resources supporting programs.
- Evaluating, selecting, implementing and maintaining appropriate library information technology
- Staying current on developments in the area and use of new library information technologies

6. Collections Management: Ensures that the resources available are easily accessible to students, staff and other clients and plans the acquisition of new resources to most effectively meet educational needs with existing resources across all Campuses

- Developing and implementing collections management policies and procedures for all three Campuses and the science library collection at the Nunavut Research Institute.
- Evaluating, selecting, organizing, and making accessible key information resources in electronic, print and audio-visual formats for all three Campuses, the science library at the Nunavut Research Institute, and Community Learning Centres.
- Developing service policies and procedures and overseeing their functioning through library staff
- Investigating, evaluating and implementing new electronic information products and modes of information delivery
- Identifying and ordering resources and maintaining accurate records for payment of invoices and budgetary control
- Consulting regularly with instructional staff at all campuses to identify student and program needs
- Reviewing program-related library and computer literature
- Enhancing library resources and services to support university courses delivered by the College to meet college Academic qualifications
- Performing original cataloguing and classification of print, non-print, and electronic resources
- Creating and maintaining special indexing systems and files for special collections
- Ensuring the safety and protection of the library collection, infrastructure and resources

7. Providing and Co-coordinating Research and Information Services across all Campuses:

- Evaluating services, resources and information needs by conducting regular needs assessments and developing measures of frequency of use
- Designing and marketing value-added information services and products to meet identified needs
- Developing specialized information products for use by Campus students and staff, including databases of resource materials used for special projects, pamphlets, pathfinders and bibliographies
- Developing and implementing Distance Education library services in conjunction with NAC departments
- Negotiating research projects limits and criteria with staff, students, the public and GN employees
- Conducting research for students, staff, other academics and the general public
- Developing various current awareness products to keep clients informed of new resources and services
- Developing partnerships with other libraries and information services to optimize resource sharing, and managing interlibrary loan services
- Conducting online information searches on both Internet and commercial databases

8. Administer Copyright and Fair Dealing Policies and Procedures

- Insuring that all staff are informed of College policies regarding copyright
- Liaising with territorial and national departments and associations on matters pertaining to copyright
- Monitoring copying practices at the College
- Advising staff on copyright issues and fair practices

9. College Development:

- Contributing to the development of academic research at the College by active involvement in professional activities such as the Canadian Library Association, Special Libraries Association, Nunavut Library Association, the Canadian Polar Information System, the Polar Libraries Colloquy, the NWT Library Association and other related organizations
- Meeting regularly with Campus program staff to identify student and program needs
- Participating on various Campus and College working groups and committees as required
- Performing other related duties as required by the Senior Academic Officer.

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 behaviours 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.

The incumbent must have demonstrated working knowledge of and experience with all aspects of post-secondary Library & Information services including: collection management systems, cataloguing, classification and indexing, automated library systems, information retrieval (including online database searching experience), research techniques, and reference interviewing. This knowledge requires that the incumbent hold a Master of Library and Information Science degree from an ALA-accredited graduate school with a minimum of 2 years library experience.

The responsibilities of the position require administrative, supervisory and management knowledge, skills and experience. This is required to ensure the incumbent can effectively operate, plan and coordinate library infrastructure development at College sites across Nunavut.

The systems responsibilities of this job require knowledge of library and information technology standards and computer hardware/software. Familiarity of information network structures, telecommunications technology, large database management, web site development, automated cataloguing systems operations and CD-ROM utilities and various platforms.

The incumbent must have an understanding and demonstrated working knowledge of financial management practices to ensure effective planning, and control of the library budget and financial procedures related to library services for the College.

Responsibilities related to library staff supervision, training of other staff and students and contact with the public require that the incumbent must have excellent human relations and communications skills to effectively supervise staff and interact with library users. The incumbent must have the ability to motivate and guide subordinates to work effectively and efficiently in the conduct of their duties.

Responsibility to manage the unique northern resource collection in the library and to provide Library Services within the context of Nunavut requires the incumbent to have special knowledge of northern history and Inuit culture.

The above skills and abilities are necessary to effectively manage and plan this post-secondary library, which is the major educational and research library in Nunavut.

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.

The incumbent will spend long periods of time at a computer researching and writing reports and other documentation. Lifting and moving of books on a regular basis. Travel by air to the regional campuses and Learning Centers and conferences is also required. These tasks may lead to eyestrain, headaches and neck pain and back pain. Travel requires long hours sitting, often without proper meals, and subjection to wide variations in temperatures.

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 increase the risk of accident, ill health, or physical discomfort.

The incumbent works within a generally comfortable work environment, although the library facilities provided at some of the campuses are cramped and limited. Although the incumbent may be subjected to some environmental conditions, such as dust on books and shelves, the amount of time and frequency is low, and presents little opportunity for hardship to be incurred to the job.

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 though one or more of the incumbents' senses.

Constant contact, in person and by electronic means, with service requests, limits the amount of time available to complete work. The incumbent must balance the demands for program support from the various departments and campuses to ensure equality of services and resources. Students and staff who are unfamiliar with library policies, procedures, organization and research require the incumbent to take an active, sometimes demanding, role in educating them as library users. The variety of duties requires physical energy and mental alertness.

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 subjected to some mental fatigue due to pressure from staff and students. Stress from coordinating library services, in conjunction with other college services, at great distances is a factor. Stress from systems troubleshooting, managing priorities, and long hours using a computer may also be a factor. Attention to detail required in implementing new information systems and meeting deadlines for reports, are also stress factors.

7. CERTIFICATION

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

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”.