

## **JOB DESCRIPTION**

### **Section 1 - Identifying Data**

09-AR05-03

**Position Number: 102936**  
**Position Title: Library Assistant**  
**Incumbent: Vacant**  
**Supervisor's Title: Archives Librarian**  
**Supervisor's Position Number: 3190**

**Department: Tourism & Culture**  
**Branch/Unit: Cultural Services, Yukon Archives**  
**Location: Whitehorse**  
**Date Completed: August 2007**  
**Medical Clearance Required: No**  
**Security Clearance Required: No**

### **Section 2 - General Summary**

Reporting to the Archives Librarian, this position is responsible for providing support to the library function; backup to Yukon Archives Reception/Administration; and backup to the Yukon Archives Reference Service.

### **Section 3 - Principal Duties and Responsibilities (limit to 10 Duty Statements)**

1. Searches for descriptive cataloguing records in the Public Access Catalogue, internet cataloguing websites, downloads and/or inputs original descriptive records into catalogue database for all newly acquired material. Assigns call numbers / locations as needed.
2. Maintains a check in database of all incoming periodicals and newspapers, and puts them away in the appropriate locations.
3. Prepares, mails, faxes, e-mails, and receives interlibrary loan requests for Archives Librarian.
4. Describes, numbers, and files pamphlets. Boxes, labels, and assigns locations for imprint items.
5. Provides backup to Yukon Archives Reception/Administration, including responding to basic research queries and requests for information, handling all mail, filing, providing clerical support to ATIPP requests, ordering supplies, handling Petty Cash, and miscellaneous receivables as required, inputs forms, correspondence, and other working documents for Archives personnel using Word, Excel, and Access.
6. Provides backup to the Yukon Archives Reference Service by retrieving and re-filing all original archival items requested by Archives users to accommodate research needs.

#### **Section 4 - Contacts**

Describe, in narrative form, the working relationships inherent to the success of the job.

The position regularly consults with Yukon Archives staff (Archives Librarian, Accessions Archivist, Government Records Archivists, Collections Assistant, Archival Descriptions Assistant) about instructions on work assignments and procedures and to advise on problems encountered. The position regularly consults with all Yukon Archives staff to deliver mail and messages. The position regularly responds to the public on the availability of reference services, staff availability and other Reception duties. The position occasionally retrieves and/or puts away or provides reproduction of requested archival/library material for the general public.

#### **Section 5 - Specific Accountabilities**

1. Describe final decisions regularly made for which the incumbent is held accountable.
  - Advises the Archives Librarian of duplicate copies of books and periodicals, or subscription issues not received, shelving and storage problems, inconsistencies in the catalogue, and problems with scheduling and work flow.
  - Interpreting and implementing the clerical procedures for the processing of library material, and interlibrary loans
  - Determines citation format for interlibrary loan requests and record format for descriptive cataloguing,
  - Advises the Reference Desk Assistant of any problems with retrieval and re-filing or reproduction requests
  - Interpreting and implementing the clerical procedures for the processing of ATIPP requests.
  
2. What are the expected end results of this position, i.e. what are the impacts of performing the Principal Duties and Responsibilities?

These decisions impact on Archives' users who benefit from the smooth operation of the Archives and who need timely access to processed library and archival material. These decisions affect the ease and speed with which the archival and library material can be identified and located. Incorrect citations may result in adding duplicate copies of material, or in researchers being unaware of potentially pertinent collections for their research. Provide effective documenting and description of library acquisitions to reduce backlog of materials.

### **Section 7- Budget**

1. a) What is the Annual Budget for the unit under the direct control of the position? N/A

|                                    |    |
|------------------------------------|----|
| Fiscal Year                        | \$ |
| Annual Payroll                     | \$ |
| O&M Budget (excluding Payroll)     | \$ |
| Capital Budget (excluding Payroll) | \$ |
| Revenues                           | \$ |
| Recoveries                         | \$ |
- b) Does the position have the authority to reallocate resources, i.e. transfer budget funds? If yes, provide examples. No
2. If applicable, describe other expenditures or revenues influenced by this position and how. N/A

### **Section 7 - Working Environment**

Describe in narrative form the position's working environment which can be generally favourable or include exposure to undesirable conditions.

This position works with considerable independence. Working conditions include:

- Working/sitting at computer for considerable periods of time (75%)
- lifting heavy and/or awkward boxes (12 kg - 15% )
- high level of irregular critical deadlines
- constant interruptions
- operating the following equipment:
  - a) Personal Computer - to input additions and changes to Yukon Archives Subject Headings authority file; to locate copy cataloguing and/or input original cataloguing; to input accessioning records and correspondence, caption and file lists and finding aids.
  - b) Microfilm / fiche Readers - searching for items requested
  - c) Photocopier - copying of office paperwork and occasional completion of public photocopying requests.
  - d) Audio-visual dubbing and CD/DVD burner - copying audio-visual material for public and internal reproduction requests

Section 8 – Signatures

The above information on this description has been designed to indicate the general nature and level of work to be performed by the employee. It is not designed to contain or be interpreted as a comprehensive inventory of all duties and responsibilities assigned to this job. (Library Assistant)

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|--|---|
| <p><b><u>Supervisor:</u></b> I have reviewed (with the incumbent, where applicable) the duties and responsibilities assigned to this position.</p> <p>Supervisor: _____</p> <p>Date: _____</p> | <p><b><u>Incumbent</u></b> (where applicable): I have read the foregoing position description and understand that it is a general description of the duties assigned to the position occupied by me.</p> <p>Incumbent: _____</p> <p>Date: _____</p> |
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|---|---|
| <p><b><u>Director of Human Resources:</u></b> (Comments)</p> <p>Signature: _____</p> <p>Date: _____</p> | <p><b><u>Deputy Minister:</u></b> I approve this position description as being representative of the work required to be performed and that the responsibility levels identified have been delegated to this position.</p> <p>Deputy Minister: _____</p> <p>Date: _____</p> |
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**Section 9 – Organization Chart**

