

Job Description/Specification

Identification	J0186	TFEU/BCTF Joint Salary Committee Decisions
JOB/POSITION TITLE:	Information Specialist	FORMER TITLE/DEPARTMENT: Librarian Technician
DIVISION/DEPARTMENT:	R&T/Information Services	PAY GRADE: 6
SUPERVISOR'S TITLE:	Archivist and Records Manager	DATE APPROVED: December 23, 2015

Function and purpose (a)

Provides research and reference services for the Federation and its locals, BCTF members, other teacher organizations, and the public.

Maintains responsibility for the library's collection development.

Oversees copyright permission requests for the Federation; acts as a consultant to Federation staff and members on copyright matters.

Under the direction of the Research and Technology Director provides curatorial support and direction for the BCTF online museum.

Principal duties and responsibilities (a)

1. Conducts research on educational, labour, and social justice issues, as well as research to support operations of the BCTF, for example, in the areas of health and safety, human resources, and pensions, using web-based database services such as ERIC, the Professional Development Collection, and FP Infomart; Internet search engines; online public and university library catalogues; printed reference sources; in-house materials; and telephone interviews.
2. Conducts reference interviews with Federation staff, local activists and members to assess research needs.
3. Summarizes the research results and provides the user with the summary and key documents.
4. Maintains responsibility for the library's collection development by reviewing print and electronic sources and making recommendations for purchase in accordance with the BCTF's collection

development policy; advises program co-ordinators about appropriate material for their programs; weeds the collection as required.

5. Monitors key web sites and e-journals by scanning the sources for new content or setting up automatic alerts; evaluates and selects reports or studies that fit within the framework of the Federation's priorities; scans large volumes of material on a timely basis and extracts the main points; prepares summaries of research; alerts staff to new items on emerging educational issues and trends.
6. Maintains a blog on the BCTF website which highlights current research and reports; summarizes reports selected; posts new entries regularly to ensure the blog is current; adds metadata to the blog postings to enhance retrieval; sends regular e-mail alerts to staff summarizing new content on the blog.
7. Scans print journals and newsletters daily for articles of interest to staff; identifies articles for inclusion in the library's collection.
8. Responsible for monitoring the news media and producing the daily news flash.
9. Oversees copyright permission requests for the Federation. Uses a variety of library sources to verify citations for copyright purposes; prepares written communications to authors, editors, and publishers requesting copyright permission; negotiates terms of use when required; obtains transactional licences from Access Copyright, acts as consultant to Federation staff and members on copyright issues; maintains a thorough understanding of copyright legislation and precedents, particularly those relevant to educational use; educates staff by developing and publishing web pages on copyright guidelines and through verbal communications.
10. Creates and maintains web pages on topics relevant to the Federation's leadership objectives or in response to emerging issues. Assists with web page organization and development in collaboration with content owners. Researches the latest literature, evaluates and selects online resources and publishes the information on the BCTF website.
11. Participates in Information Services team projects to implement social networking technologies to staff and members. Tools include social bookmarking sites, blogs, and wikis.
12. Prepares bibliographies and webliographies for BCTF publications and workshop materials; ensures that the citations follow APA and BCTF standards.
13. Analyzes, evaluates, organizes and maintains the research files to support their management and retrieval according to Federation priorities. Assigns appropriate subject/index terms from the ERIC Thesaurus, Library of Congress Subject Headings, and in cases unique to the BCTF files, develops appropriate index terms and cross references as required.

14. Maintains the user profile database to ensure that staff's research interests are documented and updated on a regular basis.
15. Assists with database projects, cataloguing, indexing, and other library activities as required.
16. Keeps up-to-date with new technologies, trends and developments in the library field, such as the application of blogs, wikis, and social networking tools in an information environment.
17. Assists the Archivist and Records Manager with work connected to Federation archives including participating in new initiatives and/or projects.
18. Under the direction of the R&T Director participates in and provides curatorial and administrative support to BCTF online museum in accordance with established policies.

JOB REQUIREMENTS

This section sets out the minimum requirements in the areas of EXPERIENCE, EDUCATION, TRAINING, CERTIFICATES AND PHYSICAL DEMANDS necessary to perform the job.

Experience (b)

At least five years experience in a special library environment. Sound research/reference experience is essential, as well as strong database/Internet searching skills; experience building web pages and using database applications is required. Demonstrated excellent communication skills verbal and written, and the demonstrated ability to work in a team environment are essential. Ability to work under pressure and meet deadlines is essential.

Experience in using web authoring tools is required. Knowledge and experience in using a content management system. Experience with DB Text library applications and bibliographic software is required.

Training and/or experience in archival work.

Education and training (c)

Undergraduate degree. Master of Library Science (MLS) or Master of Library and Information Studies/Science (MLIS) degree from an ALA accredited institution required.

Licences and certificates (c)

None.

Environment (g)

Physical/emotional environment limited to conditions normally associated with office work such as communication skills, equipment operating dexterity, and scheduling pressures. High use of computer, large volumes of printed and electronic information that needs to be gathered, managed and distributed.

JOB CHARACTERISTICS

This section is a key component of the Salary Determination process. This section also forms part of the job description and describes some of the conditions under which the work is performed.

Contacts and relationships (d)

Contact with all levels of Federation staff is required, as well as contact with BCTF table officers and Executive Committee members, committee and task force members, local presidents, PSA officers, and BCTF members.

Contact with external sources such as publishers, editors and authors, sometimes requiring the negotiation of terms of use for copyright materials; contact with other libraries, government offices, professional associations, and trade unions is also involved.

Contact and relationships with persons outside of the Federation, and with local activists, and members, are a major consideration of the job and require a high degree of tact and diplomacy.

Poor handling could have a marked effect on good relations, good will, and BCTF reputation and prestige.

Machines, equipment and work aids used

Personal computer, laser printer, microfiche reader/printer, photocopier, fax machine, reference materials.

Positions supervised (e)

None.

Physical and/or mental effort (f)

Mental effort required is consistent with that in any demanding information management environment.

Working conditions (g)

No excessively disagreeable or undesirable elements are present with the work. Some lifting, contact with dust and potential eyestrain associated with heavy computer use.

January 22, 2016
Date

Emily O'Neill
Incumbent

Supervisor

J0186
December 23, 2015