DRAFT Job Description/Specification

Identification   **J0486**   **TFEU/BCTF Joint Salary Committee Decisions**

JOB/POSITION TITLE: Senior Information Specialist/Co-ordinator

FORMER TITLE/DEPARTMENT: Librarian

DIVISION/DEPARTMENT: R&T/Information Services **PAY GRADE: 7**

SUPERVISOR'S TITLE: **R&T Director**   **DATE APPROVED:**
                                                          December 23, 2015

Function and purpose (a)

Leads the Information Centre team in handling the ongoing, daily work and manages the BCTF website and member portal content. Provides direction to the Library Technician and Information Specialist. Provides direction to library operations, including development and implementation of policy and procedures.

Co-ordinates and prioritizes the research projects and ongoing monitoring tasks; assigns research projects to the Information Specialist. Plans and co-ordinates the implementation of information alerting services for staff.

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

Administers, designs, and implements technology applications, including library database applications and collaborative social networking technologies.

Initiates discussion, provides advice and leadership, on BCTF website development and structures, including the member portal, TEACH BC and the BCTF digital museum; provides leadership and direction on the uses and enhancement of information/library services.

Promotes information/library products and services.

Principal duties and responsibilities (a)

1. Leads the Information Centre team in handling the ongoing daily work; ensures established library procedures and systems are followed; provides technical direction and training on work methods and procedures relating to library database applications.

Provides advice and problem solving support to the Library Technician and Information Specialist about operational issues.

2. Co-ordinates and prioritizes research projects by assessing requests and assigning projects to the Information Specialist. Conducts research on educational, labour, and social justice issues using proprietary web-based database services, Internet search engines, printed reference sources, in-house materials, and telephone interviews.

3. Conducts reference interviews with Federation staff, local activists, and members to assess research needs. Summarizes the research results and provides the user with the summary and key documents, and provides preliminary analyses.

4. Plans and co-ordinates the implementation of information alerting services for staff. Provides training to Information Centre staff who monitor the alerts. Co-ordinates the Information Specialist and Library Technician's responsibilities in monitoring electronic and print sources.

5. Co-ordinates and manages the content and architecture of the BCTF website; identifies, in consultation with departments, appropriate material to post online; develops and recommends content policies and standards; in consultation with communications staff develops and implements a-communications/marketing strategies; orients staff and local leaders about the web site.

6. Administers, designs, and implements social networking technologies to staff, members, and external researchers to manage information and facilitate knowledge sharing amongst staff and members. Designs and customizes the tools to meet specific requirements; provides ongoing support. Ensures that staff are using the most current version of the tools and provides regular updates

7. Provides training to staff and members on social networking technologies; trains Information Centre staff to develop and maintain library database applications and to use educational research databases; participates in workshops for activists and members at Federation events as required.

8. Develops new content on professional and social issues for the BCTF website by researching, evaluating, and selecting relevant web-based information sources for content and reliability; preparing summaries of the resources; designing and developing web pages for approval by program co-ordinators.

9. Manages the BCTF website content by reviewing existing web pages for accuracy and currency, consulting with web content owners about recommended changes, and updating pages using content management software.

10. Participates in cross-divisional groups to provide support and leadership on website design, functionality and accessibility for TEACH BC and the BCTF digital museum.

Co-ordinates and monitors the work of the Library Technician and Information Specialist in these areas.

11. Conducts website usability tests on a regular basis with members and staff.

12. Participates in the planning and design of projects to develop and build an online community of BCTF members for the purposes of communication and sharing information; participates as a member of cross-divisional workgroups, project steering committees and/or project teams.

13. Provides original descriptive cataloguing, subject analysis, and classification of new acquisitions according to the prescribed rules and formats of the Anglo-American Cataloguing Rules, and the Library of Congress subject headings and classification schedules. Ensures the acquisition, organization and accessibility of material in the law library.

14. Reviews and recommends audiovisual resources; provides original descriptive cataloguing, subject analysis, and abstracts for audio-visual material, annotates the items for suitability and grade level; enters the cataloguing records into the online video resources database; publishes the web version of the video resources database on the BCTF website.

15. Develops and manages databases and reports for library applications, to include the online catalogue, video catalogue, acquisitions, research files, subscriptions, and others as required; provides system administrative functions, including technical support to staff, system and user documentation.

16. Designs and maintains the interfaces for library databases published on the BCTF website; provides user training and first level support to staff who use the library software.

17. Participates in planning and implementing new information/knowledge management initiatives to meet the needs of staff and members; develops library-related policies and procedures for the Information Centre.

18. Maintains current knowledge of new technologies and developments in the library field, including library database applications for the web, online alerting services, and social networking technologies in order to recommend and implement new technologies which are productive and cost-effective.

19. Collaborates in library program budget development. Negotiates vendor contracts for information products and services.

20. In the absence of the Archivist/Records Manager responsible for supervision of staff in the information services and records areas.

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)

Five years experience in a special library environment required. Experience in leading a professional team in a library environment is required. Sound research/reference experience is essential, as well as strong database/Internet searching skills. Ability to summarize research studies and papers required.

Knowledge of cataloguing rules and Library of Congress classification is required.

Knowledge of the BC curriculum and the ability to evaluate teaching resources for appropriate content and grade level required. Understanding the role of a teacher and the issues facing teachers is an asset.

Experience with DB Text software is required. Knowledge of website information architecture is required. Experience designing and creating web pages is required. Knowledge of and experience in using a content management system is an asset. Knowledge of social networking tools for libraries is required.

Teaching skills and experience in the workplace or academic environment required.

Demonstrated excellent verbal and written communication skills, and the demonstrated ability to work in a team environment are essential. Ability to work under pressure and meet deadlines is essential.

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, BCTF table officers and other Executive Committee members, BCTF committee and task force members, local presidents, PSA presidents, and members required.

Contact with persons outside of the Federation, such as academics and researchers, and with external entities such as teacher organizations, research institutions, universities, libraries, professional associations to identify, obtain, exchange, or disseminate information are required.

Contact and relationships with internal and external persons and organizations are a major consideration of the job and require a high degree of tact and diplomacy as well as effective teaching skills. 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, 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 21, 2016
Date

Karen Rojem
Incumbent

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Supervisor

December 23, 2015
J0486