

Job Description

Job Title:	Library Associate, Geospatial Centre
Department:	Library
Reports To:	Geospatial Data Services Librarian
Jobs Reporting:	None
Salary Grade:	USG 7
Effective Date:	December 18, 2013

Primary Purpose

The Library Associate, Geospatial Centre has the primary responsibility for providing map and geospatial information services, compiling content for web pages and instructional documents, and for hiring and supervising the Geospatial Centre's casual staff.

Key Accountabilities

Service Delivery

Provides general, cartographic and geospatial information services

- Offers cartographic and geospatial reference and consultation services to Library users
 - Assists users in finding, using, managing, and mapping spatial data
 - Assists users in finding and using cartographic printed material
 - Updates and refines GIS technical skills on a continual basis
 - Creates geospatial data related webpages that describe the collection
 - Creates digital objects by digitizing print materials
- Offers Electronic-Reference and Chat services on rotation with other members of Information Resources and Services (ISR).
- Offers circulation services for cartographic material

Instruction Support

Works with Geospatial Data Services Librarian to deliver general and specialized library instruction programs

- Assists in the delivery of classroom presentations, lab workshops and LINC sessions
- Provides orientation and course-related tours of the Geospatial Centre
- Assists the Librarian with outreach and promotional events such as GIS Day
- In consultation with the Librarian, compiles instructional web pages, guides, course-specific handouts, and library displays

Casual Staff Supervision

Hires and supervises Geospatial Centre's casual staff and coordinates their training

- Interviews, hires and helps train casual staff
- Prepares desk schedule for casual and regular staff who provide information services and
- Coordinates projects for casual staff and manages progress

Print Collection Maintenance

Maintains the Geospatial Centre's print collection

- Works with Cataloguing to ensure that holdings records and indexes for printed maps and air photos are accurate and up to date
- Ensures that print resources are properly stored and physically well maintained

Job Description

- Works with Item Prep to ensure that new collections are properly processed and made available to the users
- Conducts regular shelf reading of map cabinets and materials within

Participates in the general success of the department

- Contributes to the effective operation of the Geospatial Centre by working cooperatively with others and by sharing in problem-solving and planning activities
- Participates in working groups and special projects as required

**All employees of the University are expected to follow University and departmental health and safety policy, procedures and work practices at all times. Employees are also responsible for the completion of all health and safety training, as assigned. Employees with staff supervision and/or management responsibilities will ensure that assigned staff abide by the above, and actively identify, assess and correct health and safety hazards, as required.*

Required Qualifications

Education

- Bachelor's degree

Experience

- Proven ability to work effectively in a service oriented environment, which values collaboration and collegiality
- Experience using GIS software
- Demonstrated commitment to innovation, creativity, and excellence

Knowledge/Skills/Abilities

- Proven excellent communication skills, both oral and written, with the ability to foster positive working relationships & build partnerships
- Demonstrated ability to interact with all staff in a respectful and sensitive manner
- Demonstrated ability to analyze and resolve problems and to prioritize multiple tasks in an environment with frequent interruptions
- Proven ability to work both independently and as a team in a busy environment with deadlines, interruptions, and changing priorities.
- Demonstrated ability to develop constructive working relationships with a range of individuals and groups.
- Proven problem-solving skills and time management skills.
- Technical: Awareness of customer service best practices. Awareness of web publishing requirements for content publishing. Knowledgeable in GIS software
 - Intermediate: MS Word, Excel, PowerPoint, ArcGIS, Google geospatial products, Web publishing

Nature and Scope

- **Contacts:** Internally, communicates with all departmental and information services delivery staff. Externally, this position has significant contact with students, faculty, staff and community through the provision of quality customer service.
- **Level of Responsibility:** Responsible for problem-solving daily issues as related to responsibilities.
- **Decision-Making Authority:** Works with manager and others to solve larger problems.
- **Physical and Sensory Demands:** Minimal demands typical of a public service position operating within an office environment.
- **Working Environment:** Minimal exposure to disagreeable conditions typical of a public services position.