



## IDENTIFICATION

Department	Position Title	
Legislative Assembly	Legislative Librarian	
Position Number	Community	Division/Region
12-373	Yellowknife	Library Services

## PURPOSE OF THE POSITION

The Legislative Librarian is responsible for the provision of library and information management services to the Legislative Assembly, Government of Northwest Territories (GNWT) departments and the general public.

## SCOPE

The Legislative Assembly is one of the three distinct and autonomous branches (Legislative, Executive and Judicial) of the Government of the Northwest Territories. As such, it operates with autonomy and independence from Cabinet direction and the public service at large. This independence is critical to the mandate of the Legislative Assembly to scrutinize and approve legislation and budgets proposed by cabinet, monitor and critique the activities and performance of the executive branch and provide a forum for the exercise of responsible parliamentary democracy in the Northwest Territories (NWT).

Located in Yellowknife and reporting to the Deputy Clerk, House Procedures and Committees (Deputy Clerk), the Legislative Librarian supervises 3 staff, the Assistant Legislative Librarian, Library Technician – Information Specialist and Library Technician - Records Management.

The Legislative Librarian is responsible for the provision of library, information management and research services to the Office of the Speaker, Members of the Legislative Assembly and their staff, Committees of the Legislative Assembly, the Office of the Clerk. This also includes providing information and reference services to the media, researchers, consultants, and the general public both within outside the NWT.

The Legislative Librarian is responsible for management of the Legislative Assembly's records. This position ensures the provision of information and published and unpublished materials to government employees throughout the NWT, consultants, the media and the general public.

The Legislative Librarian oversees and is responsible for maintaining a library collection of approximately 32,000 titles and 70,000 items located in the Legislative Assembly building and three off-site storage locations. This position manages an annual budget of approximately \$550,000 and has expenditure authority up to \$100,000.

The duties of this office are carried out in accordance with the *Legislative Assembly and Executive Council Act, Financial Administration Act, Archives Act*.

## **RESPONSIBILITIES**

### **1. Exercises administrative control.**

- Allocating and managing financial resources effectively.
- Hiring, Supervising and training library staff.
- Writing and updating library policies and procedures.
- Setting short-and long-term goals and objectives for the library.
- Planning the future of the library including physical planning for most effective use of space.
- Assigning projects to the Assistant Legislative Librarian and the Library Technicians.
- Resolving personnel conflicts concerning staff, clientele, and professional conflicts within library and information science

### **2. Responds to the daily information, reference and research needs.**

- Communicating effectively with all clients to ensure their information needs are clearly perceived and ensuring the confidentiality of their requests.
- Delivering information and materials in an objective, accurate and timely manner to fulfill the information and research needs of the clientele.
- Keeping current of events and anticipating the diverse information requirements of the Legislative Assembly and government departments.
- Providing online reference service to MLA's and government employees by accessing relevant computer databases and the Internet to cover the interdisciplinary nature of the government departments and the broad expanse of issues of interest to Members of the Legislative Assembly.
- Keeping current and aware of changes and developments in online systems.
- Supplementing services by liaising with and utilizing the resources of individuals and agencies outside the Legislative Library as well as providing information on the availability and locations of documents housed in other government collections.
- Maintaining and administering the public interface for the library's integrated library system.
- Developing and modifying public and staff interfaces of the Assembly's digital repository.
- Regularly examining the range and scope of the information and research needs required by the clientele and designing or modifying service to meet these needs.

- Assisting clientele to use the library to the best advantage by instructing them in the use of the online catalogue, periodical indexes, and other bibliographic tools such as the institutional repository.

### **3. Develops, organizes and maintains the collection of resource materials.**

- Selecting and acquiring appropriate books, periodicals, newspapers, government documents, consultants' reports, theses, annual reports, statistical surveys, discussion papers, etc. in response to user demands and library collection policy.
- Emphasizing collection development in the areas of aboriginal rights, northern development, political science, economics and parliamentary procedures.
- Ensuring the acquisition of "grey literature" by checking accessions lists from legislative, government, northern and native libraries, and reading news articles, government communiqués, newsletters, etc.
- Ensuring depository status for N.W.T. government documents by liaising with G.N.W.T. departments for copies of all published and non-published documents funded by the government.
- Maintaining and digitizing the collection of all sessional documents for historical and archival purposes.
- Weeding and updating the collection, establishing and maintaining contracts with relevant outside sources to enhance the library's collection.

### **4. Manages automation.**

- Directing the implementation of automated systems and functions of the library.
- Cataloguing the collection within an automated system using international standards, i.e. Library of Congress classification and subject headings, Canadian subject headings, AACRII and RDA rules, MARC coding, and metadata schema such as MODS, METS, DC, and TEI to provide optimal access to the library's resources.
- Developing standards and procedures for the automated system.
- Supervising utilization of digital repository and records management system for records administrative duties.

### **5. Manages Legislative Assembly records.**

- Developing guidelines and implementing procedures for the proper identification and handling of active and inactive records, including the creation and implementation of administrative and operational records classification schedules.
- Supervising and administering access to Legislative Assembly records according to operational records' schedules.
- Overseeing and managing the Legislative Assembly's record management program.

### **6. Assists in the development and access of the Hansard for the Legislative Assembly.**

- Populating the institutional repository with digital files of Hansard.
- Creating metadata and search terms to assist staff and the general public in researching and accessing Hansard.
- Consulting and co-operating with the Clerk of Journals to maintain access to the digital Hansard files within the Legislative Assembly's repository.

- Ensuring that both digital and hard copy editions of the Hansard are available for archival and preservation purposes.

## **7. Other related duties.**

- Providing orientations on the Legislative Library and its services.
- Actively participating in the work of professional associations such as the Association of Parliamentary Librarians in Canada and the Association of Records Managers & Administrators Canada.
- Maintaining contact with colleagues in other legislative libraries and related institutions.
- Working on projects and sit on committees as required.

## **WORKING CONDITIONS**

### **Physical Demands**

Sitting for long hours cataloging and processing files. Carrying large numbers of binders and books. Occasional situations of moving heavy boxes of material or assembling or adjusting library shelving.

### **Environmental Conditions**

Working in the library.

### **Sensory Demands**

A high degree of concentration and an eye are required for detail and accuracy.

### **Mental Demands**

The incumbent must be able to maintain composure under pressure and use tact when interacting with elected officials, the media, and other high-level officials in a politically charged environment.

The position must manage several varied tasks, plan work effectively, and have the capacity to work independently with frequent interruptions daily.

Periods of high-stress and fast-pace in completing tight deadlines and heavy workload, particularly during Session and Committee weeks. Managing information of a confidential and sensitive nature can be stressful.

## **KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of library and information science with good library organizational skills.
- Knowledge of reference materials and federal, provincial and territorial government documents.
- Interdisciplinary subject background with strength in northern, native and political issues.

- Familiarity with personal computers and knowledge of various online systems, including the Internet.
- Knowledge of cataloguing skills, including Library of Congress classification and subject headings, Canadian subject headings, individual ontologies, AACRII/RDA rules, MARC coding, and different metadata schema (DC, MODS, METS, TEI, etc.).
- Ability to effectively communicate and interpret the needs of the clientele.
- Knowledge of records management systems, theories, and practices.
- Knowledge of electronic information systems.
- Editing skills including a good command of the English language, a high degree of concentration and an eye for detail and accuracy.
- Knowledge of current political affairs and some knowledge of parliamentary procedures.
- Ability to address and successfully diffuse conflict situations.
- Ability to commit to actively upholding and consistently practicing personal diversity, inclusion and cultural awareness, as well as safety and sensitivity approaches in the workplace.
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**Typically, the above qualifications would be attained by:**

A Master's of Library and Information Science degree with a minimum of five (5) years progressive experience in a government, academic or special library, including one (1) year of management experience in a related field.

Equivalent combinations of education and experience will be considered.

**ADDITIONAL REQUIREMENTS**

**Position Security (check one)**

- ☐ No criminal records check required
- ☒ Position of Trust – criminal records check required
- ☐ Highly sensitive position – requires verification of identity and a criminal records check

**French language (check one if applicable)**

- ☐ French required (must identify required level below)

Level required for this Designated Position is:

ORAL EXPRESSION AND COMPREHENSION

Basic (B) ☐ Intermediate (I) ☐ Advanced (A) ☐

READING COMPREHENSION:

Basic (B) ☐ Intermediate (I) ☐ Advanced (A) ☐

WRITING SKILLS:

Basic (B) ☐ Intermediate (I) ☐ Advanced (A) ☐

☐ French preferred

**Indigenous language:** Select language

☐ Required

☐ Preferred