



## IDENTIFICATION

Department	Position Title	
Legislative Assembly	Assistant Legislative Librarian	
Position Number	Community	Division/Region
12-7237	Yellowknife	Library Services

## PURPOSE OF THE POSITION

The Assistant Legislative Librarian assists and contributes to the organization, collection development, and services of the Legislative Library and its collection with specific responsibilities in managing the integrated library system and digital repository, and providing general and specialized information, reference and research services.

## SCOPE

The Legislative Assembly is one of the three distinct and autonomous branches (Legislative, Executive and Judicial) of the Government of the Northwest Territories (GNWT). 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 Members with long-term implications derived from short-term answers provided in a short amount of time. The confidential and knowledgeable environment provides a forum for the exercise of responsible parliamentary democracy in the Northwest Territories (NWT).

Located in Yellowknife and reporting directly to the Legislative Librarian, the Assistant Legislative Librarian works with the Legislative Librarian to plan, develop, implement, and evaluate internal and external initiatives such as information retrieval methods, the potential inclusion of library software and tools, and resources purchased and licensed by the Library.

The Assistant Legislative Librarian is responsible for maintaining the integrity of the library's collection on the automated library system and digital repository by ensuring the standards and accuracy of the catalogue records are met to ensure the provision of information and published and unpublished materials to clientele to facilitate them in government decision-making, policy formation and the fulfillment of tasks. This includes the preservation of and access to the Government of the Northwest Territories' electronic documents.

The Assistant Legislative Librarian contributes to the operation of the Legislative Library by providing confidential information, reference, and research services supporting the needs of the library's primary clientele of the Members of the Legislative Assembly, Legislative Assembly staff, and employees of the Government of the N.W.T. Information and reference service is also provided to the media, researchers, consultants, and the general public both within the NWT and outside the NWT. A current awareness of political issues and events and strong research skills are required to identify and locate required information and materials due to the broad subject range and interdisciplinary nature of the issues and work of the Legislative Assembly and government departments.

Requests for information and reference services are unpredictable and can require a significant amount of time to complete. Many urgent requests may be received from the primary clientele during busy times such as Session and pre-Session. As a result, the position must prioritize the requests and concentrate on providing service to all clientele as quickly as possible. The position also will receive research requests from the Office of the Clerk. The incumbent must conduct independent, apolitical research and data driven activities that inform the work of Members (Regular and Executive) as well as Committees, and senior management team of the Office of the Clerk.

The Assistant Legislative Librarian works in an environment dealing with confidential information and documents, therefore must exercise discretion in their work environment, and ensure the information provided to the clientele is highly accurate and timely.

## **RESPONSIBILITIES**

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

- Provides priority service to requests from the Legislative Library's primary clientele of the Members of the Legislative Assembly, Legislative Assembly staff, and employees of the Government of the Northwest Territories by responding to in- person, telephone, electronic, and written inquiries in a timely and accurate manner ensuring confidentiality and discretion.
- Provides information and reference service to the media, researchers, consultants, and the general public both within the N.W.T. and outside the N.W.T..
- Communicates effectively with all clientele in order to ensure their information needs are clearly perceived.
- Delivers information and materials in an objective, accurate and timely manner to fulfill the information and research needs of the primary clientele.
- Provides information and reference service to primary clientele by accessing relevant computer databases, the Internet and print materials to cover the interdisciplinary nature of the Legislative Assembly and government departments and the broad expanse of issues of interest to the government.
- Supplements 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.

- Assists clientele to use the Legislative Library to the best advantage by instructing them in the use of the online catalogue, the collection, Hansard and other bibliographic tools.
- 2. Contributes to the organization and management of the daily operation of the Legislative Library.**
- Writes procedures for the library as required.
  - Meets with Legislative Librarian to review Legislative Assembly Library requirements on an ongoing basis to establish short- and long-term goals and objectives for the library.
  - Makes recommendations to the Legislative Librarian on materials to be acquired in response to user requests and the library collection policy.
  - Assists in the development and maintenance of the library's section on the Legislative Assembly's website.
  - Participates in projects and on teams as assigned.
- 3. Manages the descriptive and subject access to print, media and digital materials.**
- Provides guidance and advice on cataloging and classification procedures.
  - Reviews workflow and suggests appropriate changes.
  - Establishes and maintains name, subject and series authority control on the integrated library system to ensure the integrity of the catalogue records.
  - Stays abreast of trends in cataloging and cataloguing systems.
  - Investigates and recommends solutions for cataloguing special items.
  - Monitors cataloguing by other library staff to ensure that all records are accurate and meet library standards.
  - Cataloguing the collection within an automated system using international standards, i.e., Library of Congress classification and subject headings, Canadian subject headings, RDA rules, MARC coding, and metadata schema such as MODS, METS, DC, and TEI to provide optimal access to the library's resources.
- 4. Oversees the maintenance of the Legislative Library's integrated library cataloguing system.**
- Handles hardware and software problems and works with the vendor's help desk to solve problems as required.
  - Assists in implementing new modules, upgrades and procedures for the integrated library system.
  - Assists the Legislative Librarian in future planning for the library's integrated cataloguing system.
  - Assists the Legislative Librarian in providing input and making decisions.
  - Creates and maintains documentation and procedures on the various modules of the integrated library system, such as cataloguing procedures, running reports, etc..
  - Responsible for the printing of reports from the integrated library system as required.
- 5. Planning and development of the preservation of electronic resources.**
- Manages electronic resources, including their use and access.

- Oversees the retention of and access to Government of the Northwest Territories electronic documents, including the application of standards, workflow and quality control.
- Archives and catalogues GNWT and Legislative Assembly electronic documents.
- Merges documents which are in multiple parts.
- Monitors the Legislative Library's catalogue for broken links and makes necessary corrections.
- Ensures print copies of all relevant Government of the Northwest Territories documents are available in the collection to supplement the electronic versions.
- Liaises with government departments to ensure print copies of each department's documents are distributed to the Legislative Library.
- Identifies and archives other electronic resources of importance to the collection of the Legislative Library.
- Establishes and maintains an effective and efficient work process for archiving electronic N.W.T. government documents.
- Writes and updates procedures and policies for archiving electronic government documents.
- Stays current with new developments in the preservation and standards for electronic resources.
- Works with the Legislative Librarian in the planning and development of the Library's website including the continuing integration of electronic resources into reference services.

**6. Provides research to individual Members of the Legislative Assembly and staff in the Office of the Clerk.**

- Prepares background research to inform Member initiatives not limited to Member statements, oral or written questions or motions, as well as Standing and Special Committee initiatives
- Compiles historical information or cross-jurisdictional data to inform Members, Office of the Clerk staff including research, Standing and Special Committees, Table Officers, and the Legislative Assembly's senior management team.

**WORKING CONDITIONS**

**Physical Demands**

Occasional situations may require the moving of heavy boxes of material, shifting books on the shelves, or assembling or adjusting library shelving.

**Environmental Conditions**

Working in a library setting.

## **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 a number of varied tasks, plan work effectively, and have the capacity to work independently with frequent interruptions daily.

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

## **KNOWLEDGE, SKILLS AND ABILITIES**

- Diplomacy, discretion, tact, and restraint.
- Ability to work effectively in a cross-cultural environment.
- Research, analytical, problem solving and planning skills.
- Assertive, motivated, and self-confident with above average interpersonal skills.
- Communication skills, both verbal and written, with an ability to communicate effectively with a variety of audiences with varying levels of background knowledge and education.
- Organizational and time management skills.
- Ability to work in a team environment.
- Knowledge of library organization, practices and procedures.
- Reference skills and knowledge of government documents.
- Familiarity with the organization and structure of the Government of the Northwest Territories including knowledge of northern, native and political issues.
- 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.)
- Knowledge and experience with integrated library software.
- Knowledge of various online systems, including the ability to conduct research on the internet.
- Knowledge of research methodologies and the ability to conduct a systematic investigation to establish facts, principles, or to collect information on a subject.
- Analytical skills to interpret and critically assess information from disparate sources including Committee direction (which may at times be unclear), financial data, policies, mandates, programs, land claim and self-government agreements, socioeconomic agreements, strategic plans, and reports and recommendations from statutory officers or outside agencies.

- Ability to effectively communicate verbally and in writing to a variety of audiences with varying levels of background, knowledge and education.
- Organizational skills including the ability to efficiently manage work and prioritize tasks and requests.
- Ability to work under pressure.
- 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.

**Typically, the above qualifications would be attained by:**

A Master’s of Library and Information Science degree with a minimum of two (2) years’ experience in a government, academic or special library.

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