**Department of Human Resources**

**OPSEU Job Description**

**Job Title:** Maps, Data & Digitization Initiatives Assistant

**Job Number:** L-012

**NOC:** 1452

**Band:** 6

**Department:** Bata Library

**Supervisor Title:** Head, Maps, Data and Government Information Centre

**Last Reviewed:** January 24, 2014

**Job Purpose**

Reporting to the Head of the Maps, Data and Government Information Centre (MaDGIC), the incumbent performs a range of activities associated with running an academic map collection, including: instruction, reference work, Geographic Information Systems (GIS) support, digitization and geo-referencing, spatial data processing, geodatabase development and data entry, records management, acquisitions processing and searching, cataloguing, materials processing, inventory and stack maintenance

**Key Activities**

1. *In carrying out public service duties* the incumbent provides orientation and reference services to faculty, staff, students, administration, external partners, and members of the public for cartographic materials including maps, spatial and numeric data files, remote sensing imagery (includes aerial photography, orthophotography and satellite data) cartographic reference tools and atlases, and government publications collections. Identifies and interprets appropriate map and spatial data research strategies and information sources. Demonstrates how to use the Map Section’s hardware, software, and other cartographic equipment. Communicates with patrons in writing (using a number of technologies) and in person ensuring timely, complete and accurate responses.
2. Keeps current with and explains a variety of complex and specialized index systems including: topography indexes, aerial photography flight line indexes, index to the geological survey series, hydrological and bathymetric charts. Instructs clients on effective search strategies for retrieving cartographic materials listed in MaDGIC’s web sites and databases, in the Trent Library Online Public Access Catalogue, TOPCAT, as well as in web sites and databases sponsored by government agencies, commercial distributors, academic consortia, and open source providers.
3. Assists teaching programs with map labs and assignments through preparing required cartographic resources in advance of labs, ensuring the ongoing availability of materials for the duration of the assignment period, and assisting students with the completion of labs and assignments. Apprises other members of department of special assignments and labs involving heavy use of the unit.
4. Maintains records of requests for diverse cartographic materials; conducts required follow-up and follow-through advising patrons of the availability of materials.
5. Conducts general tours of the Map Section and MaDGIC Unit and assists with library instruction and data literacy initiatives offered by the Unit through preparation of resources as requested.
6. Writes reference sheets and library guides, organizes themes and content of exhibits and displays.
7. *In carrying out Geographic Information System (GIS) and spatial data support duties,*the incumbent provides guidance in the application and use of spatial and numeric data file types and the use of associated software including GIS, remote sensing software, and web mapping tools.
8. Responds to patron requests for geospatial and numeric data, processing information to meet diverse computing requirements.
9. Creates metadata records for spatial and statistical data following prescribed standards for geographic information including ISO 19115 and 19139 standards, the North American Profile, DDI and OCUL practices.
10. Assists with departmental projects involving building of spatial databases, web GIS services , and scanning and geo-referencing of collections
11. *In carrying out acquisitions, cataloguing, and materials processing duties*, the incumbent searches and provides bibliographic verification for maps, atlases, aerial photography, spatial data, map reference sources, government publications and other cartographic products. Checks orders against library files and catalogues as well as a range of bibliographic and cartographic sources, often with incomplete information or incorrect source material. Verifies information on library holdings.
12. Searchers, processes and sends out orders for a range of cartographic materials as requested by supervisor. Establishes and maintains correspondence files. Assists with the creation of standard and customized acquisitions reports.
13. Assumes primary responsibility for co-ordination of incoming shipments reviewed by the Maps, Data & Government Information Centre. Opens and sorts materials on a timely basis, ensuring that materials can be located quickly and easily.
14. Monitors publication shipments; processes and claims orders meeting deadlines.
15. Ensures that all new publisher guidelines, notices of policy changes, and problems are referred to supervisor as required and on a timely basis.
16. Bears primary responsibility for derivative cataloguing of maps following prescribed standards: LC Classification (G Schedule), LC MARC and *Cartographic Materials: A Manual of* *Interpretation for AACR2*, *2002 Revision*, in-house standards and procedures. Adjusts in-house cataloguing procedure manuals as required.
17. Maintains other cartographic indexes including flight line indexes for aerial photography, remote sensing imagery indexes, and foreign topographic holdings indexes.
18. *In delivering web services*, the incumbent assists with ongoing maintenance of the Map Section’s home page and through data entry of text, inventories and images following prescribed standards, templates and directions as requested by supervisor.
19. *In carrying out records management duties*the incumbentmaintains reference, acquisition and cataloguing statistics and provides reports to supervisor as requested.
20. *In carrying out stack maintenance duties*the incumbentensures all materials are filed following established cartographic schemes and standards and trains students to file maps, atlases, aerial photography and cartographic reference texts according to diverse cartographic standards and classification schemes; ensures logical order of collections; organizes and implements collection shifts as required.
21. *In carrying out other duties*,the incumbent assists with special projects and government publications processing as needed and as time permits,and performs other duties as required.

**Education**

General University Degree (3 year) with advanced courses in Geography Information Systems (GIS) and Geography required. Candidates who possess a college diploma or certification in GIS (in addition to a university degree) preferred.

**Experience Required**

* Two years directly related experience.
* Ability to read and interpret a broad range of maps, imagery and other geographic information.
* Proficiency in searching internet-based geographic information.
* Knowledge of the principles of cartography and map design.
* Proven skills using ESRI ArcGIS suite of products and extensions.
* Experience using and interpreting remote sensing imagery.
* Knowledge of geodatabase design and development tools.
* Knowledge of Web-GIS, programming languages and scripting tools.
* Knowledge of Library of Congress (LC) map cataloguing standards, CODOC, ISO/North American Profile standards for geospatial metadata, DDI.
* Excellent records management skills and ability to pay attention to detail.
* Excellent interpersonal skills with the ability to work independently and as part of a team in a changing environment.
* Strong client service skills appropriate to an academic environment.
* Demonstrated ability to meet deadlines, working on multiple projects with varying deliverables.
* Excellent written and verbal communication skills.
* Must be able to work evenings, as required (typically one evening per week).