**Department of Human Resources**

**OPSEU Job Description**

**Job Title:** Library Facilities and Collections Coordinator

**Job Number:** SB-001

**NOC:** 1451

**Band:** 5

**Department:** Bata Library

**Supervisor Title:** Manager, Administration & Communications

**Last Reviewed:** June 29, 2010

**Job Purpose**

Provides mail service collection and delivery within the library unit, co-ordinates shipping and receiving, co-ordinates the maintenance of Library’s print and multimedia collections , acts as liaison between Library administration and PRD regarding Library area building renovations and maintenance , works with Library administration to ensure Library building areas are safely functioning.

**Key Activities**

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| 1. Interviews, trains, hires, and directly supervises up to 24 student assistants to perform the duties of material shelving, stack maintenance, print collection cleaning and weeding. Scheduling of student work hours plus formulaic spreadsheet creation and maintenance to calculate accumulated student hours worked to ensure compliance with work study funding cap amounts.
 |  **25%** |
| 1. Indirectly supervises one half time regular staff members in the area of library shelving and stack maintenance.
 |  **25%** |
| 1. **Collection Co-ordination**: works with Circulation area and Collection Development Librarian to ensure spatial capacity of Library with regard to regular collection maintenance and future growth. Physically assembles, disassembles, and co-ordinates the move of shelving units and other library furnishings to accommodate service area needs and space reconfiguration as needed. Maintain and coordinate off –site collection and equipment storage needs with external vendors.
 |  **35%** |
| 1. Performs the duties of shipping/receiving of all library materials, office supplies, equipment, etc. Unpacks, sorts, selects invoices and when needed installs delivery and registers shipments.
 |  **15%** |
| 1. **Facilities Maintenance :** report and follow up on building deficiencies to respective PRD area, works with Library administration to recommend and co-ordinate Library building improvements, generate reports detailing progress and/or completion of renovations and spatial reorganizations, monitor building fire code and health and safety compliance, maintain inventory of building furnishings, shelving units and equipment, open Library building areas according to operational hours and scheduled room bookings.
 |  **25%** |
| 1. Mail, Shipping and Receiving: Performs the clerical and manual duties of shipping/receiving of all internal and external mail, library materials, office supplies, equipment and other.
 |  **15%** |

**Analytical Reasoning**

Takes into account structural deficiencies and other building safety factors and recommends how that should be translated into improvement or repair priorities.

**Decision Making**

Recommendations to PRD, Library Admin and Librarians re: building maintenance priorities and Library collection space allocation priorities.

**Impact**

This position impacts the daily, sessional and long term operation of the Library. Errors made would have impact on work conditions and safety of Library personnel and users, would impact the management of library space, and impact other departments such as caretaking, carpentry, electrical, and mail room.

**Education**

College Diploma (2 year) or equivalent; Technical Certification in Operations desirable.

**Experience Required**

Over six months and up to one year:

**Responsibility for the Work of Others**

Direct Responsibility

Student Assistants (up to 24 students)

* scheduling work of others, handling schedule conflicts and absenteeism
* assigning work, monitoring progress, evaluating work

Indirect Responsibility

* Lead Hand to: Library Shelver - Halftime Regular

**Communication**

Internal:

* Other Managers - PRD, DSO, IT, Riverside Offices
* Other Staff - Support staff from PRD, DSO, IT, Riverside Offices, Mail room, Payroll
* Members of University Community
* All Library Personnel: Support staff , Librarians and Administration
* Faculty members

External:

* Suppliers - Hardware stores
* Contractors – Movers
* Shipping and Receiving - Couriers

**Motor/ Sensory Skills**

* Fine Motor Skills - Handling of hand tools and the use of power tools/use of office productivity tools, e.g. MS Office.
* Gross Motor Skills - Handling and moving of material, supplies, furniture, shipping and receiving (heavy lifting)
* Dexterity - Use of hands, fingers to move and/or grasp, place, assemble, operate, material, tools, etc.
* Seeing - Required accurately in interpreting Library Classification inventory system
* Touch - Used in determining assembly of physical furnishings, shelving, structures assembly, repetitive movement when shelving. Handling library materials (large amount)

**Effort**

Mental:

* Sustained Concentration - Developing of over 20 student employee work schedules, maintaining time and pay records using Excel spreadsheet software. Writing up of deficiency reports to Library Administration and PRD using Microsoft Word.
* Mental demands - Must respond, with frequent interruptions, to a wide variety of demands throughout the day. Must respond to problems with student employee conduct and shift changes

Physical:

* Lifting/moving/carrying/pulling/pushing - Moving boxes of heavy material, shipping, receiving, shelving library material
* Walking/standing/bending/kneeling - Shelving and handling library material, moving material around, binding to stack material
* Walking/standing/bending/kneeling - Pulling, pushing carts, dolly, furniture

**Working Conditions**

Psychological:

* Dealing with people (frustrated, angry etc) - Must maintain professional decorum when dealing with challenging student assistant conflicts and Library patron demands.
* Conflicting work priorities - Conflicting or competing interests within Library as well as greater University community.
* Multiple competing demands - Daily responsibilities must be met along with role in longer term, team project based duties.