JOB DESCRIPTION

<table>
<thead>
<tr>
<th>POSITION TITLE:</th>
<th>Access Services Librarian</th>
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</thead>
<tbody>
<tr>
<td>DEPARTMENT:</td>
<td>Library</td>
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<tr>
<td>BARGAINING UNIT:</td>
<td>CUFA</td>
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<tr>
<td>STATUS:</td>
<td>Librarian – Limited Term Appointment</td>
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</tbody>
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General Description:

The **Access Services Librarian** is a member of the Library’s professional team, reporting to the **Associate University Librarian, Teaching and Learning**.

Under the direction of the **Associate University Librarian, Teaching and Learning**, the **Access Services Librarian** assists the **Head, Access Services** in planning, developing and delivering services. The incumbent will be involved in both day-to-day operations of the Unit, and in planning for and implementing the new shared library services platform in the context of access services.

Duties and Responsibilities:

1. Prepares and/or updates staff procedure documentation as well as developing and providing training to library staff.

2. Engages in activities supporting the migration to a new shared library services platform, including developing and updating procedures, workflows and establishing best practices.

3. Handles special requests from university faculties, services and departments.

4. Addresses user service feedback, as appropriate.

5. Monitors procedures and protocols to improve staff workflows and library users’ experience.

6. Runs reports in the integrated library system, as needed.

7. Participates in testing of functionality and data migration of the circulation module for the shared library services platform.

8. Follows trends in access services in academic libraries including application of developing technologies and proposes improvements.
9. Undertakes or contributes to special assignments and projects, as assigned.

10. Participates on committees, working groups and project teams to contribute to the development of Library and University strategic initiatives and projects.

11. Performs other duties as assigned.

**Qualifications:**

Graduate degree from a library school accredited by the American Library Association, or approved equivalent education and training acceptable for membership in the Corporation of Professional Librarians of Quebec.

Knowledge of operations/functions of academic library access services and related broad trends in this area.

Knowledge of integrated library systems and their common functions/modules.

Familiarity and/or experience with the circulation module of an integrated library system, is an asset.

Familiarity and/or experience with the development of procedures and workflows, is an asset.

**General Competencies**

Strong motivation, aptitude and interest to establish student and faculty success as the centre of their professional practice.

Ability to plan and organize effectively and handle multiple priorities and tasks as well as projects.

Ability to work both independently and collaboratively, share expertise, work in teams and negotiate solutions with diverse groups.

Excellent communication skills. Strong analytical and creative problem-solving skills.

Excellent interpersonal skills, with a strong service orientation.

Curiosity, drive and flexibility so as to discover and try new things, in support of Library and University strategic directions.

Oral and written fluency in English is essential. Oral fluency in French and basic written French are preferred.

Approved: Dianne Cmor
Date: April 6, 2019