



Newfoundland & Labrador
Public Libraries

Appendix I:

Recommended Staffing Positions and Descriptions

PROVINCIAL RESOURCE DIVISION REGIONAL LIBRARIAN

Proposed Location: A.C. Hunter Public Library St. John's

EY noted the significant contribution that professional librarians make to the delivery of quality library services and programs (*The Organizational and Service Review of the Newfoundland and Labrador Public Library System* 51). Despite Regional Librarians in Central, Western NL and Labrador, and Eastern Divisions, there is no comparable position located in the Provincial Resource Division. This position will be responsible for raising the profile of library programs and services in the growing urban environment of St. John's and providing support to library staff and patrons in the most populated region of our province. Specifically, the following areas will be positively impacted: library outreach and community partnerships, staff training and branch support, and urban program development.

OCCUPATIONAL HEALTH AND SAFETY OFFICER

Proposed Location: Stephenville, Corner Brook, Gander, or St. John's

An Occupational Health and Safety Officer is required to ensure that the 95 Locations and 195 employees of the PILRB have adequate accident and illness prevention as legislated by the Government of Newfoundland and Labrador. This position would ensure the rights of library employees to a workplace that neither impairs their health nor imperils their safety. This would be achieved through inspections; staff training; promotion of safe workplace practices, standards, procedures; and compliance with government legislation.

RECORDS MANAGEMENT CLERK

Proposed Location: Stephenville

A Records Management Clerk is responsible for creating and maintaining organizational records in accordance with the Management of Information Act. Additionally, the clerk assists with Access to Information and Protection of Privacy requests. These duties ensure that the library system handles its documents and information in a responsible manner and ensures institutional history is preserved and accessible.

LOCAL PROFESSIONAL LIBRARIAN

Proposed Location: Corner Brook, Gander, St. John's, Mount Pearl, Conception Bay South

A professional local librarian is required in each of the public libraries identified above as part of a consistent succession plan that brings stability to the organization (Succession Planning on page 22). These unionized positions are intended for newly graduated Masters of Library and Information Science students introducing them to the Newfoundland and Labrador Public Library System as they provide subject matter expertise to local libraries and obtain practical library experience in programming,

collection development, customer service, outreach and staff supervision. These positions are the fundamental foundation of the future professional arm of the organization.

PROVINCIAL LIBRARIAN

Proposed Location: St. John's

This position would provide training and development for all Library Staff and provide support for program development and delivery. The position would also fulfill the need for a Provincial Program and Outreach Coordinator as recommended by the Service Delivery Standards for Programming. This would permit the Director of Regional Services to concentrate fully on Provincial Strategic Library Operations and the Human Resource requirement of the organization.

PROVINCIAL LIBRARY MATERIALS SELECTOR

Proposed Location: St. John's

A fully dedicated Provincial Library Selector will restore the number of professional library materials selectors to the level prior to the 2012-2013 budget reductions. It would allow for a better allocation of library materials, make use of limited library materials funding and distribute library material selector duties, which would ultimately result in lower prices and a proper distribution of library materials.

FACILITIES SUPERVISOR

Proposed Location: Stephenville, Corner Brook, Gander, or St. John's

The PILRB possesses 19 standalone properties with a cost of \$4.1 million dollars. However the organization does not have dedicated staff to consistently monitor, maintain, or perform routine and minor maintenance on these buildings. This position would make annual assessments, perform routine maintenance and assess the physical conditions of the buildings and liaison with contractors to resolve any potential issues.

COMMUNICATIONS OFFICER

Proposed Location: Stephenville

The Organizational and Service Review of the Newfoundland and Labrador Public Library System identified that there were not enough dedicated staff in key administrative functions such as public relations (19). As indicated in this plan, with a proper advertising budget an individual will enhance patron awareness of public libraries in Newfoundland and Labrador. This position will oversee all promotional activities of the PILRB such as developing and designing print, radio, television and internet promotional campaigns and monitoring the success of those campaigns. As well, the communications

officer will consult and liaise with media groups, communicate with the public on behalf of the Board and oversee a unifying social media presence on platforms such as Twitter, Instagram and Facebook.

LIBRARY MATERIALS PROCESSOR

Proposed Location: Stephenville

The plan identifies a rise in the amount of library materials to be purchased and processed within the library system. With this increase, there will be a need for a staff member to assist in the proper processing, covering, barcoding and spine label placement along with receiving and distribution of these materials.

TECHNICAL SERVICES MANAGER

Proposed Location: Stephenville

As the financial resources allocated to the library materials budget increases and additional Technical Services Staff are recruited to process the larger volume of materials, the need for a staff member to supervise and manage day to day operations will be necessary. The individual would be responsible for planning, implementing, organizing and directing the centralized provincial acquisitions, cataloguing and processing operations.

LIBRARY MATERIALS CATALOGUER

Proposed Location: Stephenville

With an increase in volume of library materials there will be demand for a Library Materials Cataloguer to download and edit source records, catalogue and classify library materials, and assist in maintaining the PILRB's electronic catalogue.

ASSISTANT DIVISION MANAGERS

Proposed Location: Western NL and Labrador, Eastern, Central and Provincial Resource Division Offices

The Assistant Manager will provide support in the overall personnel administration in the division, coordinate the promotion of services and programs, and liaise with the regional library board, local library boards and with the community-at-large. The Assistant Manager assists in overseeing the recruitment, training, supervision and mentoring of staff in the Division.

COMPUTER SUPPORT SPECIALIST

Proposed Location: Corner Brook, Gander, and St. John's

As the PILRB increases fiscal resources for digital content, and software and hardware options, additional personnel to provide technical support will be needed. The current human resource allocation of one computer support specialist for every 30 libraries is not sufficient.

LIBRARY MATERIALS SHIPPER

Proposed Location: Stephenville

The increase in volume of books and physical library materials will result in additional shipping requirements. This position would be responsible for receiving and unpacking library materials, shipping library books, supplies, promotional and program materials to the public libraries on a regular basis.

LIBRARY MATERIALS CATALOGUER

Proposed Location: Stephenville

As fiscal resources continue to increase, a cataloguer is needed to download and edit source records, catalogue and classify library materials and assist in maintaining the PILRB's electronic catalogue.

PURCHASING AGENT

Proposed Location: Stephenville

The plan has identified the need to update financial and human resource software utilized by the Provincial Board. As part of this plan, it is desirable to centralize all processes in relation to purchase orders, requisitions for supplies and services. Currently these activities are performed by the respective Division Offices. With updated financial software it would be preferential to centralize these activities within the Business Office at Headquarters.