

JOB DESCRIPTION - CELA LIBRARIAN

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Position Title: Librarian

(Has been a 4 day a week position for several years; core funding covers only 2 days a week.)

Job Summary: Responsible for the planning and development of the library and its services; Maintains the library collection, and provides library services to staff and public. Manages other CELA clinic information resources and documentation such as archives, including closed case files, and central files.

Responsibilities:

Planning and development of the library and its services, in conjunction with the Resource Library Board of Directors

- Planning, both short and long term, in conjunction with the Board of Directors
- Administration, budgetary control of library grants, including reporting to funders
- Selection, training and supervision of library project staff and of volunteers;
- Fund raising, both grant writing and donation appeals
- Administration of the library charitable corporation including preparation of agendas for Board meetings, recording receipting of donations, preparation of accounts for the external audit

Maintenance of the library, provision of library services to staff and public, outreach to the environmental community

- Selection and acquisition of new documents; Cataloguing and indexing for access by author, title and subject; weeding of outdated material;
- Maintaining central files of uncatalogued materials - government press releases and speeches, looseleaf reporting services, newsclippings and pamphlets
- Assisting staff and public in finding library materials;
- Responding to information requests and referrals;
- Informing staff of new publications relevant to their work;
- Maintaining circulation control of library documents;
- Promoting the Library as a public facility and resource through displays, bibliographies and outreach to the environmental community;
- organizing and managing CELA case and administrative archives;
- design, modification and maintenance of INMAGIC databases used in above functions as needed.

Management of other CELA information resources and documentation.

- Maintenance and computer indexing of Central Files;
- Organizing, indexing and retrieving archived materials, including closed case files and organizational records and archives.

Human relations skills:

- Oral communication skills to determine exact information needed by library users with diverse backgrounds and needs (secondary school students, citizens, experienced lawyers and professionals)
- Written communication skills needed for reports and grant proposals
- Supervisory skills for effective work with project staff and volunteers