



Classification: Librarian	Position No. 208-2951-xxx
CBID: R21	Office: Energy Library
Date Prepared: December 2017	Division: Administrative and Financial Management Services Division
KEY: (E) IS ESSENTIAL, (M) IS MARGINAL	

POSITION DESCRIPTION:

Under the direction of the Supervising Librarian, the Librarian is responsible for all electronic publications and resources, including their management, maintenance, cataloging and accessibility. The Librarian uses electronic resources in providing a number of reference services. The Librarian is responsible for maintaining the Library’s web pages on both the Intranet and Internet.

WORKING CONDITIONS:

The work is performed in an indoor office and/or conference room setting involving sitting, walking, and/or standing and some lifting of up to 10 pounds.

DUTIES AND RESPONSIBILITIES:

The incumbent works independently and/or in a team environment; uses a personal computer and Commission-designated software and operates various types of office equipment while performing the duties described below.

- 25% Sets up and monitors Lexis/Nexis Alerts (electronic dissemination of information for CEC staff). Performs contract literature searches for CEC staff using DIALOG. Performs literature searches and provides reference services using EBSCOHost, ScienceDirect, J-STOR literature databases, and other electronic and print materials. (E)
- 25% Oversees serial operations, including subscription set up, check-in, routing, claiming, and cataloging of both print and electronic journals. Resolves complex problems pertaining to serials administration and access. Serves as a liaison with publishing companies and third party vendors, analyzing their resources including bundled electronic products. Recommends new resources. (E)
- 15% Catalogs electronic resources and other materials according to Anglo-American Cataloguing Rules, Energy classification, Dewey decimal classification, and Library of Congress subject headings. Codes these materials for input into Online Computer Library Center (OCLC) and SydneyPlus Library software. Maintains serial holdings in OCLC. (E)

DUTY STATEMENT



- 10% Sets up and maintains links to electronic publications and trouble shoots access problems. Responsible for activation and maintenance of access to electronic serials and other resources. Maintains data on the Commission’s (Intranet) “EnergyNet” and Commission’s Internet site of the Library’s webpage, and in the library catalog. (E)
- 10% Provides orientation and training in the effective use of electronic resources through individual sessions and group presentations to CEC staff. Provides documentation and support in the use of various databases as well as SydneyPlus library software for library staff. (E)
- 10% Collects, analyzes and monitors usage of electronic resources and maintains accounting and statistical records and generates reports as needed. (M)
- 5% Performs other duties as required. (M)

SIGNATURES			
I Certify That I Am Able To Perform, With Or Without The Assistance Of A Reasonable Accommodation, The Essential Job Duties Of This Position			
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Employee	Date	Supervisor	Date