

New

Ministry

Justice

Describe: Basic Job Details

Position

Position ID

Position Name (30 characters)

Requested Class

Job Focus

Supervisory Level

Agency (ministry) code

Cost Centre

Program Code: (enter if required)

Employee

Employee Name (or Vacant)

Organizational Structure

Division, Branch/Unit

☒ Current organizational chart attached?

Supervisor's Position ID

Supervisor's Position Name (30 characters)

Supervisor's Current Class

Design: Identify Job Duties and Value

Job Purpose and Organizational Context

Why the job exists:

Alberta Law Libraries (ALL) is a province-wide network of law libraries operating within Alberta Justice, Strategy, Support and Integrated Initiatives Division. The Libraries provide access to legal information resources and legal research services to the legal community (judiciary, crown prosecutors, lawyers, law students and court employees), other libraries and the public.

Reporting to the Information Resources and Technical Services Manager, the Law Library Technician is responsible for carrying out acquisitions-related functions, collection maintenance support, and completing related special projects. These responsibilities are carried out in accordance with established strategic and operation plans, procedures and guidelines.

Responsibilities

Job outcomes (4-6 core results), and for each outcome, 4-6 corresponding activities:

- Acquisitions:** Processes, monitors and verifies all new book orders for ALL and assists the Information Resources and Technical Services Manager with accounting procedures, using established library procedures and routines, in order to track book expenditures which support the reference and research needs of ALL users.

Activities:

- Verifies bibliographic data, places orders with vendors, tracks and receives new book orders.
- Contacts vendors in order to claim items not received and to replace incorrect or damaged materials.
- Maintains and updates records for new books ordered and received, and notifies relevant team members of new titles ordered.
- Enters, prepares, reviews and verifies invoices paid through the various financial systems before they are signed by the expenditure officer and submitted.
- Processes invoices and accessions new library materials in a timely manner.
- Assists the Manager with queries and problems regarding vendor accounts, orders and invoices, through an understanding of the Integrated Library System (ILS) accounts procedures and maintenance functions.
- Maintains library accounts and produces reports when requested.
- Provides back up for other team members for accurate invoice processing.

2. Collection Maintenance: Handles duties relating to the day-to-day maintenance of the collection as a whole, or for specific locations, as required.

Activities:

- Orders, processes, and maintains accurate records for all materials (print or electronic resources) distributed to Alberta Law Libraries users, including bulk orders for the courts and ACPS.
- As required for assistance in some locations, processes new serials, releases, and monographs; updates holdings records; and prepares materials for display or shelving.
- Processes and monitors cancellations for materials no longer required.

3. Surplus: Working with team members, and identified GOA contacts, handles and/or oversees withdrawal and discard duties relating to the processing of identified surplus collection materials in all library locations, via centralized processing in Edmonton.

Activities:

- Monitors surplus reports and reviews withdrawn items reports for accuracy in a timely manner.
- Prepares materials and documentation for pickup by Surplus Sales.
- Works with other teams to maintain integrity of catalogue records.
- Works with the Manager to offer suggestions in developing and implement efficient procedures relating to surplus material handling.
- Communicates the progress and process of surplus material handling to interested parties including the Manager and team members for whom the materials are being processed.

Other Duties as Required: Creates and maintains additional spreadsheets, prepares reports and undertakes special projects, as requested.

Problem Solving

Typical problems solved:

- Ability to identify work priorities and establish schedules to complete tasks within deadlines on a daily, weekly, monthly or annual basis.
- Must be able to communicate effectively with vendors, staff, and patrons.

Types of guidance available for problem solving:

Ongoing training is offered to all new employees on Integrated Library System, related technologies, and basic research skills.

Direct or indirect impacts of decisions:

Strong attention to detail, accurate record-keeping, and the ability to manage multiple tasks are crucial.

Key Relationships

Major stakeholders and purpose of interactions:

Maintains positive working relationships with colleagues, publishers and other book vendors and suppliers.

Required Education, Experience and Technical Competencies

Education Level	Focus/Major	2nd Major/Minor if applicable	Designation
Diploma (2 year)	Other	Other	

If other, specify:

Library Technician Diploma

Job-specific experience, technical competencies, certification and/or training:

- * Minimum of two years related acquisitions experience, preferably in a Law Library environment.
- * Proficiency in technology applications including MS Word, Excel, Outlook, Teams, integrated library systems and other library and/or accounting database applications.
- * Knowledge of the legal publishing industry and book publishers/vendors.
- * Knowledge of basic accounting principles, as well as departmental practices for accounting expenditures/controls.
- * Knowledge of library procedures and applicable system-wide plans and policies
- * Knowledge of research techniques and legal information resources including online databases and print resources.

Skills and Abilities:

- Ability to identify work priorities and establish schedules to complete tasks within deadlines on a daily, weekly, monthly or annual basis.
- Strong organizational skills with an eye for detail and accuracy.
- Effective listening, verbal and written communication and interpersonal skills.
- Ability to anticipate, identify and resolve problems and recognize when to consult with the Manager.
- Ability to work effectively as a team member as well as independently.
- Ability to learn and adapt to new technologies and remain flexible in a fast-paced, changing work environment.
- Physical ability to move library materials between shelves and pack and unpack boxes of books.

Behavioral Competencies

Pick 4-5 representative behavioral competencies and their level.

Competency	Level					Level Definition	Examples of how this level best represents the job
	A	B	C	D	E		
Systems Thinking	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Observes and understands larger impact of role: <ul style="list-style-type: none">• Sees impact of work on organization; anticipates change in own area based on activities in other areas• Considers how own work impacts others and vice versa• Ask questions to understand broader goals• Aware of how organization adds value for clients and	

		stakeholders	
Creative Problem Solving	<input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Focuses on continuous improvement and increasing breadth of insight:</p> <ul style="list-style-type: none"> • Asks questions to understand a problem • Looks for new ways to improve results and activities • Explores different work methods and what made projects successful; shares learning • Collects breadth of data and perspectives to make choices 	
Drive for Results	<input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Works to exceed goals and partner with others to achieve objectives:</p> <ul style="list-style-type: none"> • Plans based on past experience • Holds self and others responsible for results • Partners with groups to achieve outcomes • Aims to exceed expectations 	

Benchmarks

List 1-2 potential comparable Government of Alberta: [Benchmark](#)