

**NON-MANAGEMENT JOB DESCRIPTION  
POINT RATING EVALUATION PLAN**

Working Title Library Consultant	Name Vacant
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Position Number	Reports to Position No., Class & Level	Division, Branch/Unit Corporate Strategic Services, Public Library Services Branch	Ministry Municipal Affairs
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Present Class Programs Services 4	Requested Class
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Dept ID	Program Code	Project Code (if applicable)
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**PURPOSE:** Give a brief summary of the job, covering the main responsibilities, the framework within which the job has to operate and the main contribution to the organization (see Non-Management Job Description Writing Guide [Pages 7-8](#)).

The job is part of a team that provides professional support to the Ministry in the management and administration of the *Libraries Act* and Regulation, and that provides professional and consulting support to library trustees and staff in the delivery of public library service in Alberta. The outcomes of the job are:

- equitable access to public library resources to all Albertans through a province-wide network of local and regional library services,
- library boards that are accountable to their citizens, local governments and to the province in the provision of an essential public service,
- library boards that are in compliance with provincial legislation
- current research and documentation for planning and policy development for public library service in the province.

The job is responsible for working with library staff and trustees throughout the province to carry out assessments of community needs and to develop plans of service as required by the *Libraries Regulation*.

The job works with other staff members and external staff to consult with and train library trustees on their roles and responsibilities under the *Libraries Act* and Regulation and is involved in administering the act and regulation.

The job also supports the ongoing operation and development of public library service in the province by providing advice, project assistance, facilitation and professional guidance to library staff, trustees, municipal administrators and councilors.

Activities are set out in the Public Library Services Branch work plan. The position reports to the Assistant Director of Public Library Services.

**RESPONSIBILITIES AND ACTIVITIES:** The purpose of the job can be broken down in different responsibilities and end results. Each end result shows what the job is accountable for, within what framework and what the added value is. Normally a job has 4-8 core end results. For each end result, approximately 3-6 activities should be described (see Writing Guide [Pages 9-10](#)).

1. Coordinate Plan of Service process. The outcome will be to have all library boards carrying out a viable community needs assessment process and developing service plans that effectively address those needs. It will result in the delivery of relevant, accountable and well-defined local and library system services.

**Activities:**

- Consult with library boards on implementation community needs assessments and developing plans of service.
- Ensure compliance with filing Plans of Service reports required by the *Libraries Regulation*.
- Provide information and consultative support to over 220 public library boards to assist them in developing plans of service.
- Develop training materials and information packages outlining the process, with particular reference to the Strategic Planning for Results documents developed by the Public Library Association.

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- Ensure that all boards have filed the required reports and provide status reports to grant processing staff
- Provide orientation and training to library trustees and staff on requirements of the legislation relating to the Plan of Service. This may include working with external trainers to produce and/or deliver training programs and/or materials.
- Initiate partnerships with library organizations to strengthen library service planning activities.
- Prepare reports on public library programs, services and issues as part of the needs assessment for provincewide public library service.
- Take a leadership role in identifying service gaps and developing programs and partnerships to remedy the situation.

2. Administer the *Libraries Act* and Regulation. The outcome is to ensure that library trustees are aware of their legal roles and responsibilities, and that library boards are in compliance with provincial legislation.

**Activities:**

- Review documentation from the Annual Report and Survey of Public Library Boards in Alberta to ensure compliance with the *Libraries Act* and Regulation and work with boards to remedy non-compliance situations.
- Consult with library boards on issues related to legislation and regulations including telephone consultations, and attending library board meetings.
- Provide information and consultative support on the legislation to municipal councils and the ministry in areas such as establishing library boards, municipal dissolution and library boards and relationships between library boards and councils.
- Produce content for Branch publications and website related to the legislation.
- Provide training to library trustees on their roles and responsibilities under the legislation and regulations through Branch initiatives and in cooperation with library boards and associations.
- Provide assistance to library staff and trustees in the development of policies, bylaws and planning documents as required under the act and regulations.
- Provide consultative assistance to library system boards in areas related to legislative compliance, governance and sound management practices.
- Provide consultative support to library boards and staff related to the Library Grants Programs offered through the Municipal Affairs Grant Regulation and the Grant Guidelines.

3. Library Service Development. Develop resources and tools to assist library staff and trustees in implementing sound management and governance practices and sound service delivery. These may include areas such as board/council relationships, development of agreements and contracts with other library boards and school authorities and board/staff relationships. The job may also support PLSB policies related to services to indigenous people and persons with print disabilities. The outcome of this responsibility is to support good governance, effective service delivery and effective public library service delivery.

**Activities:**

- Coordinate meetings and focus groups with library staff and trustees to provide information, obtain input and support policy development and planning related to issues and priorities set out in Branch plans.
- Prepare reports and recommendations to assist with planning and policy development in these areas.
- Research and promote new initiatives that support public library service at the provincial level.
- Develop support materials to assist library boards with the delivery of service at the local and regional level.
- Promote cross-ministry initiatives to libraries through meetings, regular communiques and through the department website.

4. Branch planning and programs: Participate in Branch planning and public library service strategic planning initiatives to ensure that Branch plans are current and that all reporting is complete. The second outcome is to ensure that public library service at the provincial level meets the developing service needs of the citizens of Alberta in keeping with Ministry goals and objectives.

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**Activities:**

- Work with other Branch staff to prepare work plans, operating plans and Branch strategic plans.
- Work with Branch staff and library organizations to develop a strategic plan for the delivery of public library service.

5. Branch operational activities. Outcome is to facilitate the work of the Branch by preparing materials in response to internal requests for information, and by responding to requests for information on provincial public library services from the public.

**Activities:**

- Draft correspondence and policy documents
- Respond to queries and requests from the public, library staff and trustees and municipal councilors and staff.
- Prepare materials related to library awareness initiatives and general information requests.

**SCOPE:** List specific information that illustrates the challenges, problem solving and creativity requirements and decision making capacity of the position. Also identify the internal or external areas the job impacts (see Writing Guide [Pages 11-12](#)).

The job is part of a consulting unit that reports to the Assistant Director of Public Library Services.

- The work is primarily focused on external public service. The work group is responsible to the government for the provision of province-wide public library services, the administration of provincial library legislation and regulations and the development of provincial public library policy.
- The job is responsible to public library staff and trustees of over 220 public library boards operating more than 320 library service points throughout the province for the provision of a clear, balanced and effective organizational infrastructure. This is accomplished by consultation with library boards, resolving problems, providing information, providing feedback to the department on issues and solutions.
- It is responsible to the people of Alberta for equitable, effective and accessible public library service at the local, regional and provincial information network level. This is accomplished by carrying out research on provincial trends and activities that will impact the work of libraries, and by being current on developments in the library profession.
- The job will have responsibility for preparing information for the department website and for print or online publications.

**KNOWLEDGE, SKILLS & ABILITIES:** Include information on required diplomas and degrees along with identifying the most important knowledge factors, including knowledge about practical procedures, administrative, technical or professional techniques, technical, scientific or program related processes, etc. Detail specific training if there is an occupational certification/registration requirement for the position. Specify the type of experience required for the position (see Writing Guide [Pages 12-14](#)).

- This job requires a minimum of a post-graduate degree in library and information science from an accredited university program. The knowledge base is essential to serve clients within the library profession and to provide advice to non-degree library managers and library trustees who are delivering public library service at the local and regional level. It is also required for the development of provincial policies and programs related to the delivery and implementation of public library service.
- The job requires knowledge of public library planning and experience with the *Strategic Planning for Results* documentation developed by the Public Library Association.
- The job requires knowledge of current provincial demographics and municipal issues.
- The job requires consulting, training and facilitation skills.
- The job requires a working knowledge of contracting and contracts related to the development and monitoring of service agreements between library boards, between library and school boards and between library boards and municipal councils.
- The job requires good communications and public speaking skills.

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- The job requires problem solving, evaluative, analytical and synthesizing skills in the development of policy and planning solutions to provincial service delivery.
- The job requires computer literacy and general background on broad based public library computer applications.
- The job requires a valid driver's license and the ability to work evenings and weekends.
- The job requires good interpersonal skills and will be required to work as a member of a work group that is responsible for planning, policy and service delivery along with administration and management of provincial legislation and regulations
- The job requires a strong service attitude along with the ability to demonstrate leadership.

**CONTACTS:** Identify the main contacts the position communicates with and the purpose of the communication (See Writing Guide [Pages 14-15](#)).

This position interacts daily with the Assistant Director to ensure activities are aligned with current Unit priorities and Branch policies.

This position is responsible to the public library staff and trustees of over 220 library boards operating more than 320 library service points throughout the province and is a knowledge expert in the GoA on the *Libraries Act* and the *Libraries Regulation*. The position has regular contact with:

- Library boards to provide consultative support on library planning, library governance and program development, and general information on provincial legislation and policy
- Library staff to acquire and distribute information on provincial programs, services and policy initiatives
- Library organizations as a Branch liaison
- Municipal councils to provide information on process for establishing library boards, appointing board members and joining library systems

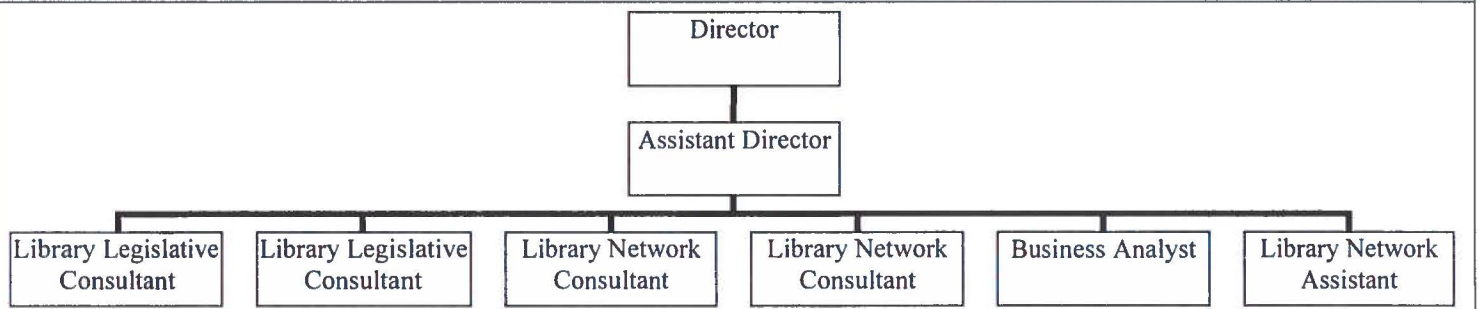
**SUPERVISION EXERCISED:** List position numbers, class titles, and working titles of positions directly supervised (see Writing Guide [Page 15](#))

Not applicable

**CHANGES SINCE LAST CLASSIFICATION REVIEW:** Identify significant changes, that have impacted the responsibilities assigned to your position since the last review (see Writing Guide [Pages 15-16](#)).

No major changes

**ORGANIZATION CHART:** An organization chart that includes supervisor, peers and staff **MUST** be attached (see Writing Guide [Page 17](#)).



*This information is being collected under the authority of Section 10 of the Public Service Act and will be used to allocate positions within a classification plan and to manage the Alberta government human resources program. If you have any questions about the collection of this information, contact the Job Evaluation Unit, 6<sup>th</sup> Floor, Peace Hills Trust Tower, 10011 - 109 Street, Edmonton, Alberta, T5J 3S8, phone 780/408-8400 or contact your Ministry Human Resource Office.*

**Signatures**

The signatures below indicate that the incumbent, manager and division director/ADM have read, discussed and agreed that the information accurately reflects the work assigned (see Writing Guide Page 16)

**Incumbent**

\_\_\_\_\_

Date

**Manager**

\_\_\_\_\_

Date

**Division Director/ADM**

\_\_\_\_\_

Date