

Class No.:	
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Pay Group:	18

CLASS SPECIFICATION

ASSISTANT TO UNIVERSITY LIBRARIAN

NATURE AND SCOPE OF WORK

This is administrative work in support of the Capilano University Library and University Librarian, at times of a confidential and sensitive nature. An incumbent in this job is primarily responsible for coordinating the non-academic administrative functions and assisting the University Librarian in all areas of the day-to-day operations of the Library. Duties of the position include assisting with recruitment of library faculty and staff, maintaining HR records, preparing and processing budgets and faculty workloads, keeping records, preparing reports, ensuring accurate records for receipts and/or disbursements and serving as a resource to Library faculty, and staff. This position reports to the University Librarian.

ILLUSTRATIVE EXAMPLES OF DUTIES

- Supports and assists with activities which fall under the jurisdiction of the University Librarian (UL), including gathering and ensuring accuracy of extensive operational statistics and reports on behalf of Capilano University to a provincial PSE survey of comparative library statistics and supporting the UL in outside professional duties such as the Council of Post-Secondary Library Directors.
- Identifies and gathers information regarding issues requiring administrative action with considerable judgment and initiative, including determining whether an issue needs to be escalated to the UL or another administrator or can be handled by the Assistant.
- Prepares and enters or submits faculty workloads, faculty PD proposals and reports and faculty sick leave reports according to the Coordinator's manual, and in consultation with and for the approval of the Coordinator. Contacts the Registrar's Office and Human Resources Advisors to investigate and resolve problems.

- Assists in the preparation and transmission of staffing action requests, vacation reports, and other documents as requested.
- Prepares operating budgets and capital requests in consultation with and for the approval of the UL.
- Provides support for internal and external committees by initiating agendas, scheduling meetings, preparing and circulating minutes, taking action on tasks within the class specification and monitoring other action items.
- Provides administrative support to librarians and library supervisors.
- Acts as back up for Department Supervisor for the cash control system. Duties include payments received; codes the disbursement of funds; follows up outstanding matters pertaining to monies owing, to other university accounts or external suppliers; processes and verifies expense reports; prints, reviews, reconciles and distributes management reports; tracks and records expenses through designated cost centres and contacts Financial Services as required; prepares monthly journal entries to record bank transactions and chargeovers; fills out requisitions for cheques, and for Facilities work needed. Resolves discrepancies or brings them to the attention of the Coordinator. Has signing authority within university guidelines.
- Prepares faculty and staff postings and requisitions for advertising. Schedules interviews, involved in hiring process such as passwords, IT, new hire process, performance evaluations, and retirements and resignations; orients new Coordinators to administrative tasks, guidelines and deadlines as outlined in the Coordinator's Manual.
- Compiles faculty evaluations, as instructed by the Vice-President's Office and according to the CFA collective agreement, including administering student questionnaires, collecting evaluations and tabulating and preparing material for review by the evaluation committee. This is a sensitive and confidential process.
- Facilitates communication and arrangements between the UL's office and both internal and external contacts with tact, sensitivity and judgment as required including faculty, staff, students, ministry and municipal officials, other colleges and universities, international contacts and community/business organizations.
- Prepares the University Librarian's (and visitor's) daily schedule including travel and accommodation requirements; schedules appointments and meetings; maintains a bring forward system of background/meeting related information for the University Librarian.
- Preparing and word processing a variety of material from general instructions including letters, correspondence, proposals, reports, notices, flyers, newsletters, master lists, spreadsheets and budgets; drafts correspondence for signature.
- Creates, maintains, updates and pulls files and assists in the preparation of spreadsheets and databases as requested to gather, collate and maintain library statistics and policies; develops and maintains a data base system as required.
- Organizes departmental elections.

- Routinely maintains files, lists, and a variety of library records, in central files, ensuring that all confidential materials are handled appropriately.
- Orders equipment, supplies and materials; receives, maintains and distributes these accordingly. Ensures that adequate supplies are available at all times.
- Performs short-term substitution duties in Circulation (public service), Technical Services as required, according to the direction of the UL.
- Coordinates office allocations and moves. Contacts and acts as Library point person to Facilities for maintenance and office moves.
- Facilitates communication between the university and Library faculty, staff and patrons. This includes answering queries, preparing calendar and brochure information and uploading information to a webpage.
- Arranges special events including receptions, conferences, visits by officials and guest lecturers. This includes developing and preparing notices, newsletters and basic posters for special events and programs and arranging catering, hotel/meeting room arrangements and gifts.
- May be required to take training and act in the capacity of a floor warden as part of the University's Emergency Preparedness Plan (Fire, W.H.M.I.S, Earthquake).
- Performs duties related to the qualifications and requirements of the position.

REQUIRED KNOWLEDGE, ABILITIES AND SKILLS

- Thorough knowledge of the regulations, policies and procedures governing the area and the ability to apply and communicate them.
- Thorough knowledge of library practices in an academic setting.
- Thorough knowledge of office practices and procedures.
- Thorough knowledge of time management techniques and applications.
- Thorough knowledge of business English, spelling and arithmetic.
- Thorough knowledge of word processing, spreadsheet and database applications.
- Considerable knowledge of bookkeeping, basic accounting principles and arithmetic.
- Considerable knowledge of the Coordinator's Manual and University policy and procedure governing faculty workload and financial services.
- Considerable knowledge of the CFA Collective Agreement articles pertaining to librarian workloads and workload agreements.

- Considerable knowledge of the Faculty Management Information System (FaMIS) or the ability to learn the system.
- Working knowledge of web posting, E-mail, bulletin board and Internet usage.
- Ability to multitask, apply organization skills to meet deadlines and work with minimal supervision.
- Ability to understand and follow complex oral and written instructions and communicate information effectively, both orally and in writing.
- Ability to compose non-routine correspondence, and take and transcribe accurate meeting minutes.
- Ability to establish and maintain effective working relationships with a diverse group of other employees, students and the general public.
- Ability to learn and adapt to a new environment and changing situations quickly.
- Ability to provide effective public services at the circulation counter to library patrons.
- Ability to produce accurate work, including proofreading own work.
- Ability to learn assigned tasks readily and to perform them effectively.
- Ability to maintain and control departmental resource material, including confidential materials.
- Ability to maintain confidentiality and handle sensitive issues with tact and diplomacy.
- Ability to assist in assembling and organizing information obtained from a variety of sources.
- Skill in keyboarding at 50 wpm.

REQUIRED TRAINING AND EXPERIENCE

- Completion of two years (approximately 60 credits) of post-secondary education comparable to the Library Technician Diploma or Diploma in Business Administration program offered at Capilano University, including courses in a Library Technician program, accounting or bookkeeping.
- Two years of directly related administrative support experience, including experience in an educational setting, and experience with bookkeeping.
- One year of experience working in a Library setting

REQUIRED LICENCES, CERTIFICATES AND REGISTRATIONS

- None.