POSTING
Senior Documentation Technician

Deadline to apply: September 30, 2022
Posting number: JR0000031667

Hiring unit: McGill Library (User Services)
Assignment: User Services - Marvin Duchow Music Library - Information Services
Work schedule: 35 hours/week - Work schedule may involve working during the evening and on the weekend
Salary scale: MUNA-00228, Level 12 F $25.56- $35.26
Supervisor: Associate Librarian

Position Summary:

Under the direction of the immediate supervisor, performs duties related to the use and acquisition of library materials. Organizes the daily operations of an area. Organizes, distributes and verifies the work of others, and participates in their training. Provides detailed information and reference service. Acts as resource person and resolves problems. Performs duties related to interlibrary borrowing and lending. Searches for bibliographic records, encumbers funds, selects vendors, places orders and follows up. Participates in collection maintenance. Participates in the development and implementation of projects, work methods and procedures.

Primary Responsibilities:

- Performs duties relating to the selection and acquisition of library materials. Searches for bibliographic records, encumbers funds, selects vendors, places orders and follows up. Monitors progress of acquisitions. Identifies and resolves problems. Coordinates processing of new materials.
- Organizes daily operation of an area. Organizes, distributes and verifies the work of others, and participates in their training.
- Performs duties related to reference service. Assesses user needs and assists with their research. Utilizes catalogues, databases and other reference works in order to respond to reference questions. Refers extensive and complex reference questions to other resource persons.
- Provides information, individually or in groups, concerning the organization of the library and its operations, and explains the use of library resources.
- Acts as resource person and performs duties related to internal, network and interlibrary loans. Ensures compliance with library policies, procedures and regulations. Follows up and resolves problems. Prepares, records and processes accounting transactions and ensures that allocation to account is accurate. Prepares deposits. Verifies and analyses, reconciles
and updates accounts. Investigates and follows up on discrepancies and other accounting matters.

- Performs bibliographic searching and verification using a variety of sources.
- Participates in collection maintenance. Examines and sorts damaged material for withdrawal, replacement or repair. Participates in weeding projects. Liaises with donors and exchange partners. Performs preliminary sorting of gifts according to their suitability for the collection. Assists in collection surveys and in promoting the collection.
- Composes correspondence, completes forms, and processes documents related to activities of the unit.
- Verifies, updates and maintains files, databases and records related to activities of the unit.
- Participates in the development and implementation of projects, procedures and work methods.
- Uses a variety of software. Maintains computerized information systems and participates in their development to improve efficiency within the unit. Acts as resource person, solves problems within area of expertise, and liaises with computer resource persons as required.
- Ensures the maintenance and inventory of equipment in area of responsibility. Ensures the neatness and security of the work area.
- Keeps abreast of new developments in the field to update skills and knowledge.
- Uses various equipment such as a computerized information system, microfilm and microfiche readers, as well as audiovisual equipment.

The list of duties and responsibilities outlined above is representative and not a complete and detailed list of tasks which may be performed by an employee whose position has been matched to this generic job description.

**Education & experience required:**

DEC III - Documentation and Library Systems 4 Years Related Experience
Other Qualifying Skills and/or Abilities:

Undergraduate or graduate degrees in music highly desirable. In-depth knowledge of classical music and jazz performance and history. Knowledge of the formats, organization, cataloguing, and preservation of music library collections. Experience working with Library online systems. Project management experience is an asset. Demonstrated attention to detail and ability to transmit information clearly. Client focused and service oriented. Demonstrated organizational skills and ability to multi-task and prioritize. Ability to document work procedures, and to review and make recommendations to improve and streamline processes. English and French, spoken and written. Reading knowledge of German, Italian, and other foreign languages an asset. Demonstrated ability to work in a PC environment using word-processing, spreadsheets, presentation software, databases, e-mail and internet. Physical requirements of the position: Lifting and manipulating books and scores of various sizes and weight; moving full book trucks and lifting weights up to 25 lbs; Opening, packing and handling library materials; dusty or other varying conditions; walking, squatting, bending or other similar postures and working while standing.

Additional Information:

Work schedule may involve working during the evening and on the weekend.

APPLICATION PROCEDURE

Internal Candidates: Current McGill employees must apply via internal postings on Workday. These are accessed using the ‘Find Jobs’ report in Workday under the “Careers” application. Please refer to the job aid: Applying at McGill Guide for Internal Candidates

External Candidates: Applicants who are not current McGill employees must apply via external postings on Workday. Use the filters on the left-hand side to focus your search. The website will direct you to create a Workday account. Please note you must use a personal email address when creating this account. Do not use @mail.mcgill.ca or @mcgill.ca email addresses. Applicants must use their legal name when creating an applicant account on Workday. Please refer to the job aid: Applying at McGill Guide for External Candidates

COMMITMENT TO EQUITY AND DIVERSITY
At the McGill Library, we are committed to fostering an inclusive, accessible environment, where everyone feels valued, respected and supported. We are dedicated to building a workforce that reflects the diversity of our community.

McGill University hires on the basis of merit and is strongly committed to equity and diversity within its community. We welcome applications from racialized persons/visible minorities, women, Indigenous persons, persons with disabilities, ethnic minorities, and persons of minority sexual orientations and gender identities, as well as from all qualified candidates with the skills and knowledge to productively engage with diverse communities. McGill implements an employment equity program and encourages members of designated groups to self-identify. Persons with disabilities who anticipate needing accommodations for any part of the application process may contact, in confidence, accessibilityrequest.hr@mcgill.ca.