

LIBRARIAN

Occupational Family/Code –Science & Technology: SLR

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Occupation Summary	Selection of Competencies	Knowledge	Skills	Personal Attributes
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Librarians within the Government of Saskatchewan perform two critical functions: as analysts and developers of government policy; and as skilled information professionals.

Librarians require the ability to analyze and evaluate policy and program information, and to develop solutions where required. Librarians often work extensively with external stakeholders in various sectors: preK-12 learning; post-secondary education; public and special libraries; trustees and board and tribal council members; and the general public. Government librarians must have well developed communication skills, and the ability to promote understanding, build consensus and inform client communities. Librarians within government are also responsible for developing and delivering programs that support the information and research needs of both internal and external stakeholders.

Government librarians also function as skilled information professionals who are able to analyze, identify and meet client needs across an increasingly diverse range of information environments. They build collections in all relevant formats including books, journals, audio-visual materials and electronic resources and create systematic structures to help clients locate information by analyzing and describing resources according to established international standards. Librarians assist researchers, policy analysts and program support personnel by expertly finding and evaluating relevant information. Some librarians develop and maintain the complex information technology that supports the library's electronic products and services, from online catalogues to innovative client services such as live chat reference. Others manage the acquisition of information resources, often negotiating access with national and international publishers and database suppliers. Librarians may specialize in one aspect of librarianship, but are often called on to be generalists in small libraries where they are the only professional.



Knowledge

Knowledge is the baseline of information acquired through work and life experiences, learning situations and formal education which enables an individual to perform from an informed perspective.

Acts/Regulations/ Legislation

- Knowledge of applicable acts, regulations, programs, policies, guidelines, procedures, contracts and agreements related to library science. **(Bring/Learn)**
 - Knowledge of the appropriate acts and regulations related to the ministry served by the library or resource centre (e.g. knowledge of the Education Act if serving the Saskatchewan Literacy Commission). **(Bring/Learn)**
 - Knowledge of copyright, freedom of information and privacy acts and regulations and the theories and principles that shape these policies and practices. **(Bring/Learn)**
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Theories/Principles

- Knowledge of theories, principles, practices and values of library science. **(Bring/Learn)**
 - Knowledge of the principles, methods, codes, standards, tools and technologies of organizing information and materials for storage and retrieval. **(Bring/Learn)**
 - Knowledge of the current social, political, economic, cultural, historical and intellectual trends and issues relevant to library sciences. **(Bring)**
 - Knowledge of the principles, standards, policies and procedures of knowledge and/or information management. **(Bring/Learn)**
 - Knowledge of the theory, principles and application of classification and subject analysis (e.g. Library of Congress Subject Headings, Canadian Subject Headings, National Library of Medicine Subject Headings, Library of Congress Classification, Dewey Decimal Classification, Library of Congress Authorities). **(Bring/Learn)**
 - Knowledge the theory and methods of abstracting and indexing. **(Bring/Learn)**
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Technical

- Knowledge of Anglo American Cataloguing Rules and MARC format and related standards used in the creation of bibliographic records. **(Bring/Learn)**
- Knowledge of Dublin Core, Z39.50, NCIP standards and protocols associated with the organization and retrieval of information. **(Bring/Learn)**
- Knowledge of qualitative and quantitative research methodologies. **(Bring/Learn)**
- Knowledge of federal, provincial and municipal government structures, processes, responsibilities. **(Bring/Learn)**
- Knowledge of public sector service organizations and their structures, such as post-secondary institutions and crown corporations. **(Bring/Learn)**
- Knowledge of relevant library sectors including trends, issues, governance structures (special libraries, academic libraries, public libraries, research libraries, school libraries). **(Bring/Learn)**
- Knowledge of financial management, governance and accountability principles and accounting standards. **(Bring/Learn)**
- Knowledge of strategic planning, budgeting and fiscal management processes and policy development. **(Bring/Learn)**
- Knowledge of library computer hardware, software applications and databases. **(Bring/Learn)**
- Knowledge of database management concepts, theories and principles and standards that inform the development of electronic library systems. **(Bring)**
- Knowledge of technologies relating to the electronic delivery of information and library services. **(Bring/Learn)**
- Knowledge of factors affecting human information seeking behaviour, such as cultural background, visual or spatial orientation, physical and intellectual abilities, age and expertise. **(Bring)**



- Knowledge of standard information products in a broad range of subjects in all formats including their content, organization, strengths and weaknesses, authoritativeness, and the types of inquiries which each is best suited to answering. **(Bring)**
 - Knowledge of the principles and techniques for preserving library materials in diverse formats. **(Bring/Learn)**
 - Knowledge of human resource management practices, including strategies to recruit, support and sustain a diverse workforce. **(Bring—Supervisor Only/Learn)**
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Skills

Skills are those demonstrated abilities, or proficiencies which one has learned from their past. These are acquired/ developed from past work and life experience, including volunteer work, independent study, life events, community and leisure activities, and formal training.

Skills are demonstrable, measurable and are transferable from one situation to another.

Communication

- Ability to plan, develop, facilitate and lead meetings and events to achieve consensus and establish/maintain partnerships. **(Bring/Learn)**

Personal attributes which may link with this skill statement include: confident, diplomatic, flexible, respectful...

- Ability to provide, obtain and/or exchange clear and accurate information in both formal and informal settings in a manner appropriate to the audience. **(Bring/Learn)**

Personal attributes which may link with this skill statement include: objective, flexible, respectful, confident...

- Ability to understand and clearly articulate and accurately explain complex legislation, policies, programs and strategic directions in a manner appropriate to a variety of audiences. **(Bring/Learn)**

Personal attributes which may link with this skill statement include: accurate, logical, diplomatic...

- Ability to ask clear, concise and relevant questions to obtain sufficient information to provide clients with the appropriate resources and/or services. **(Bring/Learn)**

Personal attributes which may link with this skill statement include: diplomatic, persistent, proactive...



- Ability to persuade and influence senior management, stakeholders and potential partners by articulating the implications of proposed policy/ program/ legislative/ partnership directions. **(Bring/Learn)**

Personal attributes which may link with this skill statement include: visionary, diplomatic, respectful, objective...

- Ability to write a variety of detailed, accurate and clear policy documents and technical materials, including strategic policy documents, cabinet documents, annual reports, budget documents, project plans, business cases, requests for proposals, feasibility studies, recommendations and reports, so clients and stakeholders are well informed. **(Bring/Learn)**

Personal attributes which may link with this skill statement include: attentive to detail, logical, accurate, disciplined...

- Ability to interpret, comprehend and relay technical instructions and concepts to a variety of audiences to successfully acquire, install, modify, and configure and/or maintain library software applications. **(Bring/Learn)**

Personal attributes which may link with this skill statement include: logical, team-oriented, learning-oriented, accurate, supportive...

- Ability to verbally and in writing, communicate and present information to a variety of audiences that persuades, convinces, builds support, educates, changes behaviour, promotes understanding of others. **(Bring/Learn)**

Personal attributes which may link with this skill statement include: open-minded, creative, sensitive, team-oriented...

- Ability to provide clear explanation and direction to staff and stakeholders to ensure compliance with policies/programs/legislation. **(Bring/Learn)**

Personal attributes which may link with this skill statement include: confident, respectful, honest, logical, attentive to detail...



- Ability to clearly and concisely compose, organize and edit Web information that meets current best practises, informs, educates and promotes public awareness. **(Bring/Learn)**
Personal attributes which may link with this skill statement include: learning-oriented, accurate, creative...

- Ability to persuade, convince, influence stakeholders and clients to resolve conflict and achieve compromise and/or address contentious and controversial situations.
(Bring/Learn)

Personal attributes which may link with this skill statement include: creative, diplomatic, open-minded, sensitive, flexible...

- Ability to speak, read and write in a second language in order to communicate with clients and/or to organize and facilitate access to library materials in other languages.
(Bring—where required)

Personal attributes which may link with this skill statement include: learning-oriented, accurate, tolerant of individual differences...

- Ability to understand and articulate the strategic direction and mandate of the organization, aligning current operations with the future direction of the ministry. **(Bring/Learn)**

Personal attributes which may link with this skill statement include: accountable, visionary, confident, team-oriented...

Leadership

- Ability to objectively and accurately evaluate employee work performance and provide feedback against clearly stated work goals and standards to help employees and others achieve success in their work. **(Bring/Learn) new**

Personal attributes which may link with this skill statement include: accountable, equitable, honest, tolerant of individual differences...



- Ability to lead, guide and coach colleagues and/or instruct staff to help them achieve their goals, objectives and/or work plans. **(Bring/Learn)**

Personal attributes which may link with this skill statement include: motivated, team-oriented, supportive/empathetic...

- Ability to lead and guide stakeholders and/or staff in understanding the strategic planning process to ensure that it identifies and articulates the organization's vision, goals, resources, processes and outcomes. **(Bring/Learn)**

Personal attributes which may link with this skill statement include: motivated, optimistic, creative, visionary, learning-oriented, team oriented...

- Ability to lead, guide, coach and employees and create a cooperative environment that is supportive of individuals and the team so that work goals and objectives are met. **(Bring/Learn)**

Personal attributes which may link with this skill statement include: motivated, optimistic, tolerant of individual differences, supportive/empathetic...

- Ability to constructively encourage, share information and provide feedback to help others meet common goals and objectives. **(Bring/Learn)**

Personal attributes which may link with this skill statement include: equitable, creative, attentive to detail, objective, diplomatic...

- Ability to recruit and select qualified candidates according to the collective agreement, ministerial and PSC policies and procedures. **(Bring/Learn)**

Personal attributes which may link with this skill statement include: flexible, sensitive, discreet...



- Ability to guide and coach a diverse group of employees, that results in a team that can meet its goals and objectives, while maintaining a healthy, productive, respectful and safe work environment that is free of discrimination.

(Bring – Supervisor only/Learn)

Personal attributes which may link with this skill statement include: team-oriented, respectful, supportive/empathetic, tolerant of individual differences...

- Ability to assign and monitor work, taking into consideration, branch priorities, employees' workloads and skills and the branch's strategic and annual work plan. **(Bring/Learn) new**

Personal attributes which may link with this skill statement include: accountable, diplomatic, respectful, proactive...

- Ability to provide clear, concise instructions to contractors, movers, engineers, architects and interior designers to accomplish library facility relocations and renovations ensuring cost effectiveness and facility function.

(Bring/Learn)

Personal attributes which may link with this skill statement include: accountable, logical, visionary, diplomatic ...

Problem Solving

- Ability to analyze trends and issues, identify and develop options and solutions, and make policy recommendations to meet ministry goals and client needs. **(Bring/Learn)**

Personal attributes which may link with this skill statement include: creative, flexible, attentive to detail, learning-oriented...

- Ability to influence, persuade or convince staff to reach mutually acceptable or workable solutions/agreements. **(Bring/Learn)**

Personal attributes which may link with this skill statement include: motivated, flexible, logical, accountable, equitable...



- Ability to understand, explain, apply and/or propose changes to relevant acts, regulations, policies and guidelines to resolve conflict and disputes. **(Bring/Learn)**

Personal attributes which may link with this skill statement include: logical, attentive to detail, creative, accurate...

- Ability to analyze trends and issues, identify and develop options and solutions, and make policy recommendations in order to meet ministry goals and client needs. **(Bring/Learn)**

Personal attributes which may link with this skill statement include: proactive, attentive to detail, flexible/adaptable, creative, accurate...

Interpersonal

- Ability to develop and maintain collaborative relationships and partnerships with colleagues, stakeholders and clients to obtain, exchange and confirm information, develop agreements, identify solutions and develop and maintain standards. **(Bring/Learn)**

Personal attributes which may link with this skill statement include: diplomatic, respectful, discreet, open-minded...

- Ability to interact empathetically with clients who may be angry, confused, rude, upset, difficult or hostile to calm them, provide additional information and/or clarify procedures. **(Bring/Learn)**

Personal attributes which may link with this skill statement include: confident, respectful, open-minded, dedicated, supportive/empathetic...

- Ability to diplomatically facilitate a discussion of relevant issues and mediate a mutually agreeable or workable solution with a wide variety of people. **(Bring/Learn)**

Personal attributes which may link with this skill statement include: diplomatic, equitable, respectful, empathetic...



- Ability to create an environment that recognizes, supports, respects and welcomes diversity of employees and clients. **(Bring-Supervisors Only/Learn)**

Personal attributes which may link with this skill statement include: supportive, flexible/adaptable, tolerant of individual differences...

Team/Independence

- Ability to work independently and as a contributing member of a variety of teams to complete work assignments, achieve common goals and contribute towards a positive work environment. **(Bring/Learn)**

Personal attributes which may link with this skill statement include: team-oriented, motivated, respectful...

Organizational

- Ability to plan, prioritize and balance diverse and conflicting workload pressures, taking into consideration task complexity, frequent interruptions and deadlines. **(Bring/Learn)**

Personal attributes which may link with this skill statement include: optimistic, attentive to detail, logical, flexible...

- Ability to organize and manage multiple projects taking into consideration conflicting and changing priorities and within established timeframes and budget. **(Bring/Learn)**

Personal attributes which may link with this skill statement include: proactive, flexible/adaptable, accountable...

- Ability to organize and plan the development and delivery of information and/or instructional sessions and workshops to meet client, student and ministry needs. **(Bring/Learn)**

Personal attributes which may link with this skill statement include: creative, confident, learning-oriented, persistent...



Analytical

- Ability to analyze, synthesize and evaluate program, policy and project information to develop policy and program solutions, and develop performance measures to demonstrate outcomes. **(Bring/Learn)**

Personal attributes which may link with this skill statement include: logical, visionary, creative, accountable...

- Ability to design, develop and select research methodologies, including surveys, interviews, literature reviews and apply appropriate statistical and analytical techniques to develop and enhance library programs and improve services. **(Bring/Learn)**

Personal attributes which may link with this skill statement include: accurate, proactive, creative, dedicated...

- Ability to analyze and synthesize a variety of complex issues, identify needs, options, risks, and solutions to meet organizational or client needs. **(Bring/Learn)**

Personal attributes which may link with this skill statement include: flexible, open-minded, logical, equitable...

- Ability to develop and apply collection policies to maintain library collections by selecting and removing materials to balance user needs; availability of staff, space and equipment; and levels of budget in support of the ministry's business/mission and performance plan. **(Bring/Learn)**

Personal attributes which may link with this skill statement include: diplomatic, logical, honest, confident, respectful...

Technical

- Ability to define a project charter and develop a project plan, identify the resources, implement, manage, and evaluate a project so that organizational and project goals are met. **(Bring/Learn)**

Personal attributes which may link with this skill statement include: persistent, accountable, attentive to detail, logical...



- Ability to plan, develop, and document policies, standards and procedures governing the creation and maintenance of the library's catalogue and other locally created and maintained databases to enable timely retrieval of relevant information. **(Bring/Learn)**

Personal attributes which may link with this skill statement include: attentive to detail, logical, team-oriented, flexible/adaptable...

- Ability to develop, monitor and evaluate financial and budgetary processes ensuring financial integrity, accountability, appropriate management controls and corporate governance. **(Bring/Learn)**

Personal attributes which may link with this skill statement include: accountable, accurate, honest, discreet...

- Ability to design, develop, and implement a variety of solutions to information organization and information access issues that enhance a client's ability to retrieve information from multiple sources and platforms (e.g. catalogues, remote patron authentication systems, internet, interlibrary loan systems, commercial databases, question and answer services, federated searching). **(Bring/Learn)**

Personal attributes which may link with this skill statement include: logical, visionary, creative, accurate, adaptable, team-oriented...

- Ability to clearly define/develop specifications for an integrated library automation system that meets the identified needs of the organization, industry standards, to solicit and evaluate proposals from vendors in accordance with government procurement rules, to select, acquire, install and maintain the selected system. **(Bring/Learn)**

Personal attributes which may link with this skill statement include: attentive to detail, adaptable, objective, discreet...



- Ability to develop, evaluate, preserve, update, and maintain relevant and authoritative library collections to balance the representation of topics and points of view. **(Bring/Learn)**

Personal attributes which may link with this skill statement include: equitable, tolerant of individual differences, accurate...

- Ability to evaluate, select, interpret and apply standard classification systems, authorities and subject lists to create bibliographic records that enable easy and effective retrieval of information and materials. **(Bring/Learn)**

Personal attributes which may link with this skill statement include: objective, accurate, attentive to detail...

- Ability to evaluate and select appropriate bibliographic utilities to provide a source of bibliographic records. (e.g. OCLC WorldCat, AG Canada, AMICUS) **(Bring/Learn)**

Personal attributes which may link with this skill statement include: accurate, logical, open-minded...

- Ability to monitor, interpret, evaluate and apply revisions to international cataloguing standards to ensure interoperability with other library catalogues. **(Bring/Learn)**

Personal attributes which may link with this skill statement include: learning-oriented, accurate, dedicated, creative...

- Ability to examine, understand and apply complex and sometimes conflicting cataloguing rules and standards to local operations and situations, ensuring library standards are upheld. **(Bring/Learn)**

Personal attributes which may link with this skill statement include: logical, creative, confident, adaptable...

- Ability to create accurate subject, keyword and other appropriate indexes that conform to national and international indexing standards. **(Bring/Learn)**

Personal attributes which may link with this skill statement include: objective, attentive to detail, motivated...



Safety, Stress, Security

- Ability to apply subject analysis skills in the selection of appropriate indexing terms for subjects not explicitly mentioned in a document, using sound judgment. **(Bring/Learn)**

Personal attributes which may link with this skill statement include: logical, creative, confident, adaptable, objective...

- Ability to recognize symptoms of stress in self and others and take steps to minimize its impact and ensure good health and well being. **(Bring/Learn)**

Personal attributes which may link with this skill statement include: empathetic, sensitive, proactive...

- Ability to develop and apply appropriate government and library policies and procedures that ensure the privacy and security of users while protecting resources. **(Bring/Learn)**

Personal attributes which may link with this skill statement include: sensitive, proactive, honest, respectful, accountable...



Personal Attributes

(Bring)

Personal Attributes identify qualities of character, which a person must have to be an effective and successful performer in the job. They are underlying characteristics which are deep and enduring parts of an individual expressed most of the time. They are one's personal style or personal effectiveness, such as feelings, attitudes, habits and traits. Each of these is demonstrated by behavioural examples which allow one to objectively determine whether an individual possesses the required personal attributes.

Attributes, together with the knowledge and skill competencies, help you to predict what a person will do in a given situation.

Personal attributes for the Librarians include:

To Be...

- accountable
- accurate
- attentive to detail
- confident
- creative
- dedicated
- diplomatic
- discreet
- equitable
- flexible/adaptable
- honest
- learning-oriented
- logical
- motivated
- objective
- open-minded
- optimistic
- persistent
- proactive
- respectful
- sensitive
- supportive/ empathetic
- team-oriented
- tolerant of individual differences
- visionary
- disciplined

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