

LABORATORY TECHNICIAN I

5127

KIND AND LEVEL OF WORK

This is semi-skilled work of limited scope and complexity performed in a laboratory or in the field.

The work requires the application of technical knowledge or skills, learned on the job, in performing simple tests, preparing simple media and using simple scientific equipment. Procedures are standard and after initial training, work is performed independently with new or unusual situations being referred for advice and direction. This work is distinguished from the previous level by the requirement to perform semi-skilled technical work which contributes directly to the service rendered by the laboratory, or on the research projects.

TYPICAL DUTIES

- Cares for and feeds live specimens which may be diseased.
- Assists in the preparation for necropsies.
- Cleans and disinfects necropsy rooms.
- Grows and cares for plants.
- Disposes of specimens after use, usually by incineration.
- Maintains an inventory of chemicals.
- Prepares simple biological and chemical reagents.
- Conducts simple chemical and microbiological analysis of food.

EXPERIENCE AND EDUCATION

Courses related to the position assignment and the completion of grade 12; or an equivalent combination of education and experience.

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KIND AND LEVEL OF WORK

This is the entry and training level for employees performing skilled analytical work in a laboratory or in the field.

The work is performed in a laboratory or in the field, providing a laboratory service or in support of research projects or a combination of both functions. Some positions involve the performance of tests using automated equipment which may be of a sophisticated type. Other positions are involved in the preparation of certain scientific processes which permit diagnosis and/or identification of conditions or materials by superiors. Training is provided by Laboratory Technicians at a higher level and as the job is learned the scope of the work is gradually broadened to the full working level. Work is reviewed regularly for conformance to instructions and procedures.

TYPICAL DUTIES

(Duties described under Laboratory Technician III.)

EXPERIENCE AND EDUCATION

Graduation with a recognized technical diploma in a field related to the position assignment; or an equivalent combination of education and experience.

**LIBRARY TECHNICIAN I****KIND AND LEVEL OF WORK**

This entry level technical library work performed in both the Technical Services and Public Services areas of the Learning Resources Centre.

The work of employees in this class is performed in accordance with well established procedures and guidelines and will normally be done under the supervision of a Librarian. Major responsibilities include ordering and verification of materials; basic or routine cataloging; typing catalogue cards and preparing materials for shelf; maintaining serial and vertical files; answering simple questions from users of the library; setting up displays and maintaining materials in an orderly fashion.

**TYPICAL DUTIES**

Verifies and orders materials including books and other publications, once the acquisition of same has been approved, ensuring that requests are not duplicates and that the most efficient and economical source is located.

Receives and checks accessions, ensuring that the books or publications which have been received are the ones which were ordered; determines who is going to be charged for the materials and processes invoices for payment; performs various other duties related to maintenance of Library accounts.

Performs simple descriptive cataloging duties under close supervision, including selection and form of entry, simple classification, assignment of subject headings, and indexing in accordance with such systems as the Library of Congress or Dewey Decimal System, as to book name, author and details as they appear on the title page.

Codes and corrects data sheets or performs on-line additions, deletions and changes to computerized listings of such as Key Word in Context (K.W.I.C.), Key Word out of Context (K.W.O.C.) or more specialized listings.

Prepares materials for shelf by typing catalogue cards and reproducing as necessary, labeling accessions, inserting card pockets, filing catalogue cards, cross referencing and preparing authority cards.

Orders serials, maintains serial files and vertical files.

Sets up and maintains displays.

Advises users of new accessions.

Answers simple, ready reference questions from users of the library, which do not require subject matter background or research and assists borrowers in locating material.

Performs other various public service area duties related to circulation, including maintaining circulation files, registering and indentifying borrowers, charging and discharging loan material, and generally maintaining materials in an orderly fashion. May supervise circulation clerical staff.

Performs other duties as assigned.

#### KNOWLEDGE, ABILITIES AND SKILLS

Basic knowledge and understanding of library principles, procedures and day-to-day operations.

Basic knowledge of the structure of catalogue cards, descriptive cataloging and filing practices.

Basic knowledge of library classification and indexing systems.

Ability to deal effectively with others, including co-workers and users of the library services.

#### EXPERIENCE AND EDUCATION

A recognized two year diploma in Library Arts or an equivalent combination of education and directly related experience at a Library Technician level.

#### GROWTH CONCEPT

Library Technician I is primarily a development class, but it is the terminal level for some positions where the responsibilities are limited by the nature of the work, or by the extent of supervision over the work.

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**LIBRARY TECHNICIAN II****KIND AND LEVEL OF WORK**

This is the full working level for Library Technicians who perform work of responsible technical nature in the Learning Resources Centre.

Employees of this class perform duties which, although similar to those at the Library Technician I level, are performed with greater independence. These employees perform duties of a more difficult nature than at the entry level and may be required to supervise either clerical or other technical staff. Less complex tasks may be assigned to subordinate staff. Supervision is of a general nature, affording a degree of autonomy to carry out duties.

**TYPICAL DUTIES**

Performs some bibliographical searching of a basic nature under supervision.

Prepares or assists in the separation of bibliographies from card catalogue or other sources.

Provides basic, non-complex reference service to library users involving the use of several sources.

Processes and may supervise inter-library loans and the maintenance of records.

Performs original cataloging of selected materials according to guidelines.

Verifies and orders materials including books and other publications and may recommence acquisition of same ensuring that requests are not duplicates and that the most efficient and economical source is located.

Assists seniors in the formulation and revision of library policies such as circulation, ordering, library services, budgets and priorities.

Performs other duties as assigned.

KNOWLEDGE, ABILITIES AND SKILLS

Thorough knowledge of library organization and procedures.

Demonstrated aptitude and ability to handle a fairly large volume of technical work; plan one's own work within established priorities and guidelines and analyze problems and propose realistic solutions.

Ability to deal effectively with others including clients and staff; and plan and supervise work of clerical staff or Technician I.

EXPERIENCE AND EDUCATION

A recognized two year diploma in Library Arts and a minimum of two years related experience or an equivalent combination of education and directly related experience at a Library Technician level.

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KIND AND LEVEL OF WORK

This is professional work of limited complexity performed in a Department or an Institute of Technology library.

Some employees of this class draw upon their formal educational background to provide a readers service with particular emphasis upon reference work. In other positions the incumbent may also classify, catalogue, and index books, and to a limited degree, periodicals, and pamphlets. This class differs from the Library Technician class by the greater extent to which a fully qualified Library Assistant can offer valid information relevant to reference services. The work of this class is performed under broad guidelines with little supervision received. Some supervision may be exercised over a small group of clerical or typist positions who perform support duties. As the majority of the work is not subject to close scrutiny, the results attained are reviewed by a superior for adherence to policies and achievement of objectives.

TYPICAL DUTIES

Assists library clientele in locating suitable reference material; informs the user on how to use standard reference tools; answers reference questions.

Performs descriptive cataloguing of books and periodicals.

Assists in classifying, cataloguing, and indexing according to the Library of Congress or Dewey Decimal system.

Assists in compiling bibliographies and conducts bibliographic searching.

Orders various types of reading material upon prior approval.

Arranges meetings with the Advisory Library Committee and advises and makes recommendations regarding library services, budgets, and selection and acquisition of library material.

Plans and implements much of the daily work details of clerical positions, and supervises standard procedures and clerical tasks.

Performs related work as required.

KNOWLEDGES, ABILITIES AND SKILLS

Knowledge of a variety of educational materials and how, and where to locate a wide range of references.

Knowledge of the principles and practices of cataloguing, classifying, indexing and book selection.

Ability to organize and plan work details for clerical staff and to maintain effective work relationships.

Ability to supervise and train others, and ensure that satisfactory results are obtained.

Ability to develop and maintain a satisfactory working relationship with senior officials and others.

Skill in meeting and dealing with the public.

EXPERIENCE AND EDUCATION

Experience in general library work supplemented by experience related to the position assignment; university graduation in arts; or an equivalent combination of experience and education.

SPECIAL REQUIREMENTS

Where a university degree is lacking the incumbent must possess a diploma in library arts from a post-secondary educational institute, in order to gain entrance to this class.

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**MACHINIST I**

**TYPICAL DUTIES**

Operates various types of precision metal cutting and grinding machines to shape metal into usable parts according to blueprints and specifications. Uses precision measuring instruments such as micrometers in order to measure and reproduce parts where no drawings exist, and finishes and fits parts to mechanisms by filing, grinding, scraping and polishing. Applies various heat treatment processes. Performs other duties as required.

**QUALIFICATIONS**

Valid Alberta Certificate of Qualification - Journeyman Machinist.

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