



IDENTIFICATION

Department	Position Title	
Legislative Assembly	Intern – Galleries, Libraries, Archives, and Museums	
Position Number	Community	Division/Region
12-16955	Yellowknife	House Procedures and Committees

PURPOSE OF THE POSITION

The Intern – Galleries, Libraries, Archives, and Museums (G.L.A.M.) position is responsible for managing several finite projects associated with the Legislative Library. The incumbent will review and record the history and description of segments of the Legislative Library's collection including, but not limited to, the Assembly's fine art collection, the Assembly's memorabilia collection, Government of the Northwest Territories (GNWT) press releases, and Assembly architectural plans in accordance with current library record practices. The position also provides clerical and technical support to the Legislative Library in the delivery of library services. Services are provided in order to ensure that the research and information gathering needs of the Members, the Legislative Assembly staff, the GNWT staff, and the public are met in an effective and meaningful way.

SCOPE

The Legislative Assembly Building, located in Yellowknife, is one of the three distinct and autonomous branches of the Government of the Northwest Territories (Legislative, Executive and Judicial). As such, it operates with autonomy and independence from Cabinet direction and the public service at large. This independence is critical to the mandate of the Legislative Assembly to scrutinize and approve legislation and budgets proposed by cabinet, monitor and critique the activities and performance of the executive branch and provide a forum for the exercise of responsible parliamentary democracy in the Northwest Territories.

Reporting to the Legislative Librarian, the incumbent has a key role in collecting, organizing, tagging, and compiling the Assembly's records for these collections. This position is responsible for cataloguing the items associated with each collection using recognized gallery, library, archives, and museum standards where appropriate.



This position assists all Legislative Assembly staff in creating and entering active records into the Digital Integrated Information Management System (DIIMS) or within external library resources as necessary, preparing objects for storage, and identifying risks related to processing.

In addition, this position is responsible for providing technical support to the Legislative Library by performing various tasks including acquisitions, cataloguing, interlibrary loans for the primary clientele, organizing and maintaining the collection of Legislative House documents, and assisting in the dissemination of materials to Members of the Legislative Assembly and their staff. These services are provided to ensure that the information and research needs of the Legislative Library's clientele are met in an effective way to assist them in the fulfillment of their tasks. The incumbent assists in providing priority information and reference service to the library's primary clientele of Members of the Legislative Assembly, Legislative Assembly staff, and employees of the Government of the NWT. The incumbent also assists in providing information and reference services to the media, researchers, consultants, and the general public both within the NWT and outside the NWT. This position works with confidential documents and information, and therefore, discretion must be exercised when providing information to clientele. This position is responsible for ensuring the archiving, availability and distribution of House documents including Tabled Documents, Committee Reports, and Bills to any interested parties upon request including materials from earlier Sessions and Assemblies.

RESPONSIBILITIES

1. Prepares records for Legislative Assembly collections.

- Reviews and edits existing records.
- Develops transfer/accession documentation.
- Contacts individuals and organizations to confirm and populate record details.
- Stores records within appropriate software system.
- Creates surrogate records within appropriate software for inventory purposes.
- Creates digital displays and lists for public viewing and access.
- Develops workflow documentation to process future acquisitions.

2. Processes objects for storage.

- Prepares objects for storage (tagging, wrapping, securing, etc.).
- Inventories objects within appropriate software.
- Photographs objects for records and display purposes.
- Ensures storage facilities are appropriate for different object types.
- Ensures supplies are available for processing objects for storage. Orders needed resources as needed.



3. Creates information products and project deliverables.

- Sources and evaluates new technologies including knowledge management software and hardware suitable for multiple user requirements;
- Represents, customizes and ensures data quality through complex queries integrated attribution, and relational tabular joins;
- Presents data through specialized and sometimes custom interactive and dynamic web tools and online viewers using a variety of software packages;
- Develops and publishes metadata to adhere to international standards;
- Publishes, updates, and maintains web libraries;
- Collaborates with internal and external partners to exchange metadata and best practices.

4. Provides services required to maintain the day-to-day operation of the Legislative Library.

- Receives and processes incoming mail;
- Responds to direct information and reference requests or those requests delegated by the Legislative Librarian;
- Records received materials and shelves periodicals and newspapers;
- Updates loose-leaf publications in a timely manner as required ensuring the accuracy of the contents of the publication;
- Maintains library statistics on a monthly basis;
- Photocopies and cerloxes materials as required;
- Maintains the kardex in an accurate manner;
- Ensures the library's appearance and equipment is maintained. This includes the shifting of the collection as required and weeding and discarding dated newspapers.
- Works on special projects as required; for example, preparation of House documents to be digitized.
- Provides input for technical services procedures and updates the procedures in the procedures manual for the various library technician duties.

WORKING CONDITIONS

Physical Demands

Performing book shifts to make room on the shelves requires the lifting and carrying of a large number of books and may require the assembling or adjusting of library shelving. Occasional situations may require the moving of heavy boxes of material.

Environmental Conditions

Periods of high-paced activity and tight deadlines, particularly during Session and Committee weeks.



Sensory Demands

High levels of concentration are required when cataloguing material as accuracy is vital.

Mental Demands

The incumbent must be able to maintain composure under pressure and use tact when interacting with elected officials, the media, and other high-level officials in a politically charged environment.

Periods of high stress in completing deadlines and heavy workload. Managing information of a confidential and sensitive nature can be stressful. Daily, during Session and Committee weeks.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of records management theory and practice as well as knowledge of principles and techniques of retention and disposition scheduling;
- Skill and ability using electronic records management software and document management systems;
- Analytical skills and a high level of proficiency in complex computerized applications, MS Word, Excel or similar database management, word processing and spreadsheet software;
- Oral and written communication skills and the ability to proofread documents and detect errors or omissions is a must;
- Ability to schedule and complete combinations of tasks with conflicting priorities and deadlines and the ability to work effectively in a team environment where critical and tight timelines dictate cooperation, coordination and sharing of tasks among all members of the team;
- Knowledge of library resources, procedures and policies;
- Knowledge of cataloguing skills, including Library of Congress classification and subject headings, Canadian subject headings, individual ontologies, AACRII/RDA rules, MARC coding, and different metadata schema (DC, MODS, METS, TEI, etc.)
- Experience cataloguing various formats and media;
- Experience working with integrated library systems;
- Knowledge of reference tools;
- Familiarity with the organization and structure of the Government of the Northwest Territories and familiarity with government documents;
- Familiarity with personal computers, word processing, and online systems, including use of e-mail and the Internet;
- Ability to communicate effectively verbally and in writing to a variety of audiences with varying levels of background, knowledge and education.
- Quick and accurate typing skills;
- Ability to pay attention to detail;



- Good time management skills with the ability to organize and prioritize tasks and requests.
- Ability to work under pressure.
- Ability to commit to actively upholding and consistently practicing personal diversity, inclusion and cultural awareness, as well as safety and sensitivity approaches in the workplace.

Typically, the above qualifications would be attained by:

Graduation from a recognized Library Technician Program, certified museum administration program, or equivalent.

Equivalent combinations of education and experience will be considered.

ADDITIONAL REQUIREMENTS

Position Security (check one)

- ☒ No criminal records check required
- ☐ Position of Trust – criminal records check required
- ☐ Highly sensitive position – requires verification of identity and a criminal records check

French language (check one if applicable)

- ☐ French required (must identify required level below)

Level required for this Designated Position is:

ORAL EXPRESSION AND COMPREHENSION

Basic (B) ☐ Intermediate (I) ☐ Advanced (A) ☐

READING COMPREHENSION:

Basic (B) ☐ Intermediate (I) ☐ Advanced (A) ☐

WRITING SKILLS:

Basic (B) ☐ Intermediate (I) ☐ Advanced (A) ☐

- ☐ French preferred

Indigenous language: Select language

- ☐ Required
- ☐ Preferred