Legislative Assembly Service
SASKATCHEWAN

Support Services Technician
(Term – 14 months, full time, on-site) – March 31, 2028

Position Summary

Under the supervision of the Director of Support Services, and the day-to-day direction of the Technical Services Coordinator, this position is responsible for performing a wide range of library technical services within approved Legislative Library processes and standards. Key responsibilities include acquisitions, serials management, digital repository management, original and copy cataloguing (both descriptive and subject cataloguing), classification of library materials (including monographs, serials, government publications and other materials), and carrying out additional technical work on library materials as assigned.

Primary Responsibilities

The Support Services Technician provides essential technical support to the Legislative Library, including the following key areas:

Acquisitions and Serial Management

- Procures all types of library materials including administering continuing orders for serials and one-time orders for monographs.
- Selects vendors, processes orders and ensures invoice clearance.
- Oversees serial check-in and ongoing serials management tasks.

Cataloguing and Classification

- Performs original and copy cataloguing, including descriptive and subject analysis for all library materials.
- Classifies materials using Dewey Decimal Classification and CODOC systems for monographs, serials, government publications and other materials.
- Imports and edits records from various external sources and ensures catalogue records are clear, accurate and up to date.
- Proofreads catalogue entries and maintains quality control standards.

Digital Repository and Legislative Publications

- Receives, processes, and manages publications in any format from all Saskatchewan bodies required to deposit under Section 81 of *The Legislative Assembly Act, 2007*. Identifies publications to be added to the Library's publication *The Checklist: Saskatchewan Government Publications*.
- Records statistics as required by the Library on activities such as retrievals, deposit, compiling The Checklist: Saskatchewan Government Publications.
- Identifies and requests the Director of Support Services obtain copyright permission for digital publications when needed for the digital repository.
- Researches and verifies names and dates of former and current bodies cover by deposit legislation in order to establish CODOC authorities and assists other staff in the interpretation of CODOC classification.

Training and Support

- Trains and assists Support Services Assistants in their work with acquisitions, serials check-in and management, and digital repository publications.

Collection Maintenance and Preservation

- Monitors collection storage space to ensure optimal environmental conditions such as humidity and temperature control.

Other

- Participates in project work within the Library as assigned.
- Promotes collaboration and cooperation to foster project completion and problem solving.

Job Knowledge

Requires comprehensive knowledge of various national and international cataloguing standards for the creation of library catalogue records, as is typically obtained through the completion of a Library and Information Technician Diploma program. Requires knowledge that would or can normally be attained after recruitment including knowledge of:

- the cataloguing policies and procedures specific to the Legislative Library;
- the Legislative Assembly Service, parliamentary papers (Votes and Proceedings, Orders of the Day, Journals, Sessional Papers, Notice Papers): production, content, dissemination, frequency, publication patterns and accessibility, and knowledge of the legislative process; and
- Section 81 of *The Legislative Assembly Act, 2007*, which describes the deposit of publications by covered bodies, knowledge of public sector service organizations, government ministries and crown corporations and their structures in Saskatchewan and other jurisdictions in Canada.

All employees of the Legislative Assembly Service are required to provide non-partisan, confidential service to all Members of the Legislative Assembly.