

DOCUMENTATION TECHNICIAN

Nature of work

The principal and customary work of the employee in this employment class consists in performing technical tasks related to the organization and operation of documentation systems or documentation centres: libraries, audio-visual centres, archives, etc. Within his duties, the employee of this group may provide technical help to professional personnel assigned to the documentation centre and also to users of the centre.

Required qualifications

Schooling

To have a diploma of college studies in an appropriate specialty or a diploma or an attestation of studies which is recognized as equivalent by the competent authority.

Some characteristic duties

The employee in this employment class is called upon to do technical research and classification, to catalogue documents, to check bibliographical details and prices and to see to the binding of periodicals and other documents. From time to time and within the framework of specific policies, he participates in the evaluation and sorting of the books and other documents of the documentation centre.

He initiates clientele as to the technical aspect in the use of card indexes and reference materials.

He participates in the development and in the revision of a standardized documentation system.

He is called upon to coordinate the work of support personnel involved in technical operations or programs for which he is responsible and to train less experienced personnel.

If need be, he performs any other related tasks.