



POSITION DESCRIPTION
LICENSING ASSISTANT

Position Type: Full Time, Permanent

Overview

Reporting to the Licensing Librarian, this position supports the goals of the licensing service by facilitating the subscription ordering process for the Licensing Program and the ongoing maintenance of those orders. The incumbent is also responsible for the maintenance of print and electronic files for e-resources and organizes meetings and documentation to support the work of the Licensing Service Committee.

Key Responsibilities

Orders resources on the instructions of the Licensing Librarian in accordance with TAL policies and procedures:

- Prepares order documents including purchase orders to forward to finance staff.
- Provides finance staff with instructions regarding reimbursement of costs from participating libraries.
- Assists with the handling of invoices and renewals; verifies invoices upon receipt and recommends payment ensuring information is accurate.
- Works with content providers, member libraries, and/or other TAL staff to resolve invoicing, pricing or payment questions or issues.
- Fosters and maintains a sound working relationship between TAL, the member libraries, and subscription agents.

Maintains internal databases and files/records related to licensing ensuring currency and accuracy:

- Maintains records for tracking subscriptions, costs and the allocation of costs.
- Maintains electronic and print licensing files.
- Communicates subscription information to other TAL staff for SFX, TAL Online, and other services as required.
- Participates in the creation and maintenance of the licensing program's expanding web presence.
- Under the direction of the Licensing Coordinator, assists in the organization of vendor database training sessions.
- Compiles and distributes statistical reports and usage information.

Provides support to the Licensing Coordinator and Licensing Service Committee:

- Ensures meetings are organized and assists Licensing Librarian in the distribution of relevant communication and recording minutes.

Authorities/Decision-Making

This position makes decisions about day-to-day tasks and priorities based on operational requirements and within the framework of existing policy and procedures. May recommend changes in procedure as required.

Reporting Structure and Contacts

This position reports to the Licensing Librarian and works closely with TAL staff, including the Director of Finance and Human Resources and IT staff. External contacts include members of the Licensing Service Committee, other committees, vendors, and member library licensing contacts.

Qualifications**a) Education and Experience:**

- A Library Technician Diploma from a recognized post-secondary institution or a minimum of two years of relevant work experience.
- Experience in a consortia environment is an asset.
- Experience in library acquisitions is an asset.

b) Skills and Aptitudes:

- Ability to work within a fast-paced changing environment with multiple deadlines.
- Demonstrated ability to work in a team environment.
- Excellent organizational, interpersonal, written and oral communication skills.
- Strong computer skills; competency in Microsoft Office Suite with strong working knowledge of Microsoft Excel.
- Ability to record accurate minutes.
- Aptitude for numbers for accurate calculations.

Salary and Benefits

The annual salary range for this position is \$37,500 to \$51,500. A generous group benefits plan is available.