

LIBRARY TECHNICIAN 2

CURRENT LOCATION(S):	Princess Margaret Public School and W.J. Berezowsky Public School
POSITION:	Temporary Full Time: <ul style="list-style-type: none">• Temporary Part-Time (.50) at Princess Margaret Public School and• Temporary Part-Time (.50) at W.J. Berezowsky Public School
STARTING DATE:	October 2, 2017, or as mutually agreed upon.
ENDING DATE:	June 27, 2018, or upon return of employee on leave.
POSTING DATE:	September 18, 2017
CLOSING DATE:	September 25, 2017 by 2:30 p.m., or until a suitable candidate can be found.
HOURS OF WORK:	6.50 hours per day/32.50 hours per week
SALARY:	Year 1 - \$23.02 per hour Year 2 - \$24.17 per hour Year 3 - \$25.38 per hour

REQUIREMENTS FOR THE POSITION:

- Successful completion of Grade 12 coupled with a post-secondary Library Technician diploma or certificate from a recognized institution as approved by the Board of Education.
- Familiarity with the L4U Kelowna Software would be a definite asset.
- Must possess and maintain a valid driver's licence.
- Working knowledge in the operation and basic maintenance of automated library systems.
- Ability to code according to MARC standard.
- Ability to work independently with minimal on-site supervision demonstrating sound judgement and decision making skills to ensure quality of work meets expected standards.
- Ability to establish and maintain effective working relationships with all staff, students and the public exercising excellent interpersonal and communication skills.
- Ability to prioritize multiple demands.
- Knowledge of and ability to operate within Board policies and procedures.
- Ability to plan and organize the activities of volunteers and students.
- Ability to maintain accurate records and documentation and prepare clear, concise reports.
- Ability to understand and carry out oral and written instructions.
- Working knowledge of current technology and software associated with the duties and responsibilities of this position.
- Ability to conduct oneself in a manner appropriate to an educational institution that provides services to children including demonstrating strict attention to confidentiality of school operations and student information.
- It is a condition of employment that all candidates provide a criminal record check and a vulnerable sector check.

QUALIFIED CANDIDATES MAY APPLY IN CONFIDENCE TO:

Human Resources
Saskatchewan Rivers Public School Division
545 – 11th Street East, Prince Albert, SK S6V 1B1 Fax: 306-763-4460
hr@srsd119.ca

Please follow the application procedure as outlined on our website at https://www.srsd119.ca/?page_id=4999