

LIBRARY TECHNICIAN 2

- CURRENT LOCATION:** Carlton Comprehensive Public High School
(with the understanding that you are employed by the Saskatchewan Rivers Public School Division)
- POSITION:** Temporary Full Time
- STARTING DATE:** August 26, 2019, or as mutually agreed upon.
- ENDING DATE:** June 30, 2020, or upon return of employee on leave.
- POSTING DATE:** June 6, 2019
- CLOSING DATE:** June 13, 2019 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:** **Effective August 1, 2019:**
Year 1 - \$23.95 per hour
Year 2 - \$25.15 per hour
Year 3 - \$26.41 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

Saskatchewan Rivers Public School Division is an equal opportunity employer. We are committed to creating an inclusive workplace and having a workforce representative of the diverse communities we serve. We welcome diversity and encourage applications from all qualified individuals.