

SUBSTITUTE LIBRARY CLERKS

CURRENT LOCATIONS:	Various - Urban and Rural
POSTING DATE:	August 2, 2022
CLOSING DATE:	Applications will be accepted on an on-going basis.
HOURS OF WORK:	Varied hours and frequency (on an “as needed” basis).
SALARY:	\$24.51 per hour

REQUIREMENTS FOR THE POSITION:

- Typically the required knowledge, skills and abilities are obtained through successful completion of Grade 12 coupled with the equivalent of 240 hours of technical training related to Cataloguing from an approved Library Program.
- General knowledge in the operation and basic maintenance of automated library systems.
- Working knowledge of current technology and software associated with the duties and responsibilities of this position.
- Ability to apply the Dewey decimal classification systems and Sears subject heading schemes.
- Ability to establish and maintain effective working relationships with all staff, students and the public exercising excellent interpersonal and communication skills.
- 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 maintain accurate records and documentation.
- Ability to understand and carry out oral and written instructions.
- Ability to prioritize multiple demands.
- Knowledge of and ability to operate within Board policies and procedures.
- 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.