

## **LIBRARY TECHNICIAN 3**

<b>CURRENT LOCATION(S):</b>	Teacher Resource Centre <i>(with the understanding that you are employed by the Saskatchewan Rivers Public School Division)</i>
<b>POSITIONS:</b>	Permanent Full-Time (1.0)
<b>STARTING DATE:</b>	August 28, 2026
<b>POSTING DATE:</b>	June 9, 2026
<b>CLOSING DATE:</b>	June 12, 2026, by 4:00 pm, or until a suitable candidate can be found
<b>HOURS OF WORK:</b>	6.50 hours per day/32.50 hours per week
<b>SALARY:</b>	Year 1 - \$28.39 per hour Year 2 - \$29.81 per hour Year 3 - \$31.30 per hour

**PLEASE NOTE:** If an applicant does not meet the requirements listed below, we will consider underfilling the position. If this is the case, there will be an expectation to complete certain library courses after the successful applicant begins the position. If the job is underfilled it will be filled with a Library Clerk. (Rates as per CUPE 4195 Collective Agreement)

### **PURPOSE:**

This position is responsible for the maintenance and general operation of the resource centre, the supervision of staff and includes responsibility for providing effective patron services to division personnel.

### **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.
- A minimum of three (3) years experience in an automated library setting.
- Familiarity with the Insignia 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.
- Ability to make oral group presentations.
- Knowledge of and ability to operate within Board policies and procedures.
- Ability to plan and organize the activities of employees and to train, supervise and motivate employees.
- Ability to maintain accurate records and documentation and provide recommendations to the teacher librarian.
- 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.
- Ability to fulfill any and all other duties as outlined in the job description.

### **QUALIFIED CANDIDATES MAY APPLY IN CONFIDENCE TO:**

Human Resources  
Saskatchewan Rivers Public School Division  
545 – 11<sup>th</sup> 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](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.*