

LIBRARY TECHNICIAN 2

CURRENT LOCATION(S):	Westview Public School (with the understanding that you are employed by the Saskatchewan Rivers Public School Division)
POSITIONS:	Permanent Part-Time
STARTING DATE:	August 28, 2026, or as mutually agreed upon
POSTING DATE:	July 10, 2026
CLOSING DATE:	July 15, 2026, by 4:00 pm, or until a suitable candidate can be found
HOURS OF WORK:	3.25 hours per day/ 16.25 hours per week
SALARY:	Year 1 - \$27.03 per hour Year 2 - \$28.39 per hour Year 3 - \$29.81 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)

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 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.
- 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.
- 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 – 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

Only short-listed candidates will be contacted.

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.