

Library Technician – Job Posting Drayton Valley Municipal Library & Rotary Children’s Library

Drayton Valley Libraries is seeking a full-time Library Technician for the position of **Librarian Assistant/ Cataloguer** who is willing to relocate to the Drayton Valley area.

About Our Libraries & Community:

The Drayton Valley Municipal Library serves a population of over 14,000 residents in the Drayton Valley and Brazeau County. Drayton Valley is located 120 km West of Edmonton with access from Highway 16 and Highway 39.

As a member of the Yellowhead Regional Library System, TRAC (The Regional Automation Consortium), and TAL (The Alberta Library), the Drayton Valley Municipal Library is committed to providing superior and innovative library services to its residents. Learn more about the Drayton Valley Municipal Library at www.draytonvalleylibrary.ca.

Position Summary:

This position performs a variety of clerical and technical duties. The **Librarian Assistant/ Cataloguer** shares responsibility of material selection with the Manager.

Assignments typically involve processing, preparing, introducing and maintaining materials for general circulation. Also provides support to Manager and may assume some of the responsibilities to maintain daily operation of the library in the absence of the Manager and Director.

As a senior member of the Library staff the **Librarian Assistant/ Cataloguer** is required to keep abreast of Library activities and priorities.

Supervision: Under the direction of the Library Director and Library Manager.

Qualifications:

- Applicants must have completed an Information Management or Library Technician program from a recognized institution. Résumés will be accepted from applicants who are within 3 months of completing the program.
- Previous cataloguing experience is an asset.
- Sound basic knowledge of library procedures, readers' advisory and reference services is an asset.
- Good interpersonal communication skills including ability to contribute positively and work effectively within a team environment.
- Ability to assume varying degrees of responsibility as a member of the senior supervisory team along with the Director and Manager.
- Sound skills in business office procedures, including accurate typing and filing and ability to perform duties with minimal supervision.
- Experience in the use of Microsoft Office programs, web-based services and other applications.
- Physical requirements of the Librarian Assistant/ Cataloguer position include frequent standing, walking, and bending; lifting library materials, reaching to place materials on carts or shelves, and pushing and pulling book carts.
- Comfortable with facilitating customer programs using new technologies.
- Practiced use of technology, devices, information resources (print and electronic) and in the use of various service applications and web based platforms to assist customers and co-workers.
- Effective and creative problem solving and trouble shooting skills.

General:

The statements contained in this job description reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required and the scope of responsibility. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or provide relief.

Wages & Benefits:

Wage is commensurate with qualifications and experience. The position includes an excellent benefits package.

Application Submissions:

Interested candidates are asked to submit a resume and cover letter to:

Douglas Whistance-Smith
Director, Drayton Valley Libraries
Box 6240
Drayton Valley, AB. T7A 1R7
dwhistancesmith@draytonvalley.ca

Applications will be accepted until 4:00 pm on **March 23rd, 2018**. Only those applicants selected for an interview will be contacted.