

Posted on: May 30, 2023 at 11:00am

CUPE#3688 – SL2022

Position: **Library Technician - Permanent**

Location: **Notre Dame CHS, Carleton Place**

Hours of work: **35 hours/week (10 month)**

Salary: **\$25.26/hour**

Effective: **September 1, 2023**

Note

Please refer to the attached job description for further information. Note, a two (2) week notice will be provided prior to termination of the assignment.

Qualifications

- Ontario Secondary School Diploma.
- Diploma in Library Technology with a minimum of 6 months experience.
- Excellent computer skills and familiarity with data processing techniques (Microsoft Office, Excel, Word, Outlook).
- Excellent organizational and interpersonal skills.

Send application and curriculum vitae no later than:

Tuesday, June 6th, 2023 by 4:00pm

e-mail: hr@cdsbeo.on.ca | fax: (613) 258-3610

CDSBEO is committed to providing an inclusive, accessible and barrier-free workplace. If you will require an accommodation during the job selection process, please let us know and we will work to meet your needs.

A. Job Identification:

Title: **Library Technician**

Immediate Supervisor: **School Principal**

B. Job Summary:

Under the direction of the School Principal, the successful candidate will perform a variety of responsibilities to ensure libraries are organized according to Board and school standards. The technician will provide general library services to students and staff. The library technician will perform duties such as descriptive cataloguing and administrative functions associated with the library.

C. Duties and Responsibilities:

- Organize and classify library books and materials by Dewey decimal classification, using library software and according to accepted library procedures and rules.
- Encourage the use of library services. Advises users on subject, content and suitability of materials.
- Ensure the school library is organized according to Board and school standards.
- Keep and maintain inventory of library books and materials.
- Provide general library services to students and staff. Advise school in setting up circulation systems.
- Promote authors, books and special events.
- Print labels and cards for library books and materials and maintain library supplies.
- Inspect, maintain and repair library books and materials.
- Receive, distribute and order library books and materials as required.
- Train and mentor library volunteers.
- Organize physical layout of library as required and maintain orderly library.
- Operate equipment such as computer, printer, photocopier, telephone, etc.
- Perform administrative duties associated with the library and other responsibilities as assigned by the supervisor.

D. Qualifications:

- Ontario Secondary School Diploma.
- Diploma in Library Technology with a minimum of 6 months experience.
- Excellent computer skills and familiarity with data processing techniques (Microsoft Office, Excel, Word, Outlook).
- Excellent organizational and interpersonal skills.