

LIBRARY TECHNICIAN
Sechelt Public Library
Job Posting

Job Overview

Primary Function:

- Facilitates reference requests in accordance with the professional values and ethics of library service
- Facilitates circulation services and information requests in accordance with the professional values and ethics of library service
- Catalogues and processes new library materials
- Oversees accessibility services (hardware/software/collections/external liaisons)
- Collection development and acquisition for KOBO collection

Secondary function:

- Acts as backup for the training of circulation staff
- Creates marketing content for brochures related to accessibility
- Oversees the final packaging and deliveries to the Pender Harbour Reading Centre
- Recognizing the need for teamwork in a small library setting, the incumbent in this position may perform work in other positions as needed when volume of work requires or during absences of the regular incumbent in those positions
- Other duties as assigned

Reports To

Chief Librarian / Director, Sechelt Public Library

Position Type

Permanent part time

Hours of Work, Wage and Benefits

28 hours per week (Monday, Tuesday, Friday, Saturday)
2024 wage: \$31.46 per hour

Duties and Responsibilities

Reference

- Provides reference services in person, over the phone or through email

Circulation

- Provides general circulation services in person, over the phone and through email

Cataloguing

- Catalogues and processes all new library materials

Marketing:

- Creates and updates marketing brochure content relating to the libraries adaptive and assistive technology as well as the Pender Harbour Reading Centre Delivery Service

Accessibility:

- Provides community outreach relating to the adaptive and assistive technologies available at the library
- Promotes and assists patrons in the use of accessible technology hardware and software
- Liaises with organizations such as CELA, NNELS and CNIB regarding collections, new technology available and troubleshooting
- Sources appropriate alternate assistive technology formats from a variety of sources
- Manage and oversee the process of brailleing the library's audiobook collection

Collection development

- Collection development for KOBO and processes all new library materials

Other:

- Other duties as assigned in conjunction with Chief Librarian / Director

Qualifications

Post-secondary college diploma in Library and Information Technology, or equivalent
1 – 2 years practical experience working in information services in a library environment
Experience in cataloguing functions

Required skills

Ability to communicate with the public effectively and work harmoniously with all staff
Dedication to providing excellent customer service to a diverse community
Excellent organizational skills and detail oriented
Ability to work under pressure
Ability to problem solve and work independently
Learning mindset
Computer literacy

Excellent reference, interpersonal and customer service skills

Compelling presentation and public speaking skills
Advanced interpersonal and communication skills
Demonstrates patience and empathy for learners and practices active listening
Ability to teach / educate effectively to all levels of technical ability and to all ages
Ability to work effectively with community groups

Advanced understanding of assistive and adaptive technology available

Union Certification

Employees of the Sechelt Public Library are required to join C.U.P.E. Local 391. The Collective Agreement specifies terms of employment, including wages and benefits. Under the agreement with C.U.P.E., employment opportunities are offered internally first.

Working Conditions

Some evenings and weekends required

Job Description Approved:

March 14, 2022

Job Description Last Reviewed

March 14, 2022

Application Information

Applicants should apply to Leianne Emery, Director of the Sechelt Public Library, by Monday November 25, 2024 at 10:00am. Applications may be made in person, via mail at the address below or via email at:

Leianne.Emery@SecheltLibrary.ca

We thank all candidates for their interest; however, only those selected for interviews will be contacted.

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<https://sechelt.bc.libraries.coop>