

FORT ERIE PUBLIC LIBRARY CAREER OPPORTUNITY

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LIBRARY TECHNICIAN – PART-TIME

The Fort Erie Public Library Board seeks a part-time Library Technician in a unionized environment. The position requires strong public service and interpersonal skills and the ability to work with a dedicated team of Library Staff.

The successful candidate will possess:

- Community College Library Technician or Library Information Technician Diploma
- Minimum of one year related experience in the cataloguing of a variety of materials to MARC format, processing and maintaining a medium sized automated public library catalogue
- Knowledge of AACRII cataloguing rules, in conjunction with RDA, MARC standard cataloguing materials processing techniques
- Knowledge of Integrated Library Systems and Information Service delivery
- Ability to operate in an automated environment and familiarity with computer software and the Internet
- Experience in providing circulation and information services in a library setting is an asset
- Good communication, organizational and interpersonal skills

Responsibilities:

- Loading MARC records and attaching holdings
- Maintaining Bibliographic Holdings and Authority Records
- Processing library materials in all formats and preparing them for circulation or in-library use
- Overseeing the Interlibrary loan service
- Performing service desk duties as required
- Providing excellent proactive reference, readers' advisory and service for customers of all ages in an automated and busy environment
- Directing customers to print, electronic and other resources, as appropriate, either internally or externally through referrals, interlibrary loans, or online.
- Encouraging, instructing and assisting customers in the use of all forms of library technology
- Promoting library services and programs to all customers
- Explaining and enforcing library policies and procedures
- Will be required to work at any of the Fort Erie Public Library locations
- Will be required to work a varied schedule of twenty-four hours per week which includes evenings and Saturdays

- Valid Driver's License is required

Offers of employment will be conditional on the successful candidate providing at their own expense, a satisfactory criminal reference check prior to commencing employment.

We thank all applicants for their interest, however, only those being considered for an interview will be contacted.

Email resume to: Maria Brigantino, Business Administrator email address:

mbrigantino@fepl.ca

DEADLINE DATE: 12:00 Noon on Friday, March 9, 2018