



CATALOGUER (Temporary, Full-Time)

Peace Library System (PLS) is seeking a library technician to work in the Technical Services Department. This is a term position ending January 31, 2020.

Reporting to the IT and Technical Services Manager, this position will be responsible for cataloguing materials for both schools and public libraries. This position also includes training in additional areas of the Technical Services Department to ensure efficient and effective delivery of library services.

Primary Responsibilities:

- Cataloguing new and donated materials (including books, audio-visual media, and digital media) using imported records, customizing existing records, and creating new records
- Processing items and readying them for delivery to libraries
- Assisting other areas of Technical Services as required

Essential Qualifications and Skills:

- Library Technician Diploma
- Knowledge of MARC, RDA, DDC, LCSH
- Experience working with an ILS, preferably Polaris
- Strong computer skills related to word processing, record keeping, and in the use of the internet
- Ability to prioritize tasks
- Ability to work closely and effectively with others
- Excellent communication and interpersonal skills
- Ability to catalogue in French an asset

Salary Range: Peace Library System provides a competitive salary and benefits package.

Peace Library System headquarters is located in the City of Grande Prairie, approximately 450 km northwest of Edmonton. With a population of over 60,000, Grande Prairie is an active, growing community with all services and amenities, situated in the beautiful Peace Country. Peace Library System serves a municipal population of 166,600 and a student population of 11,700 through a network of 45 public and 51 school libraries across northwestern Alberta. It is a partner with three other library systems in The Regional Automation Consortium (TRAC).

A review of applications will begin July 31, 2018. The competition will remain open until a suitable candidate has been selected. We thank all applicants but only those selected for an interview will be contacted.

Interested parties should submit a cover letter, resume, and three professional references to:

Janet Ayles
IT and Technical Services Manager
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