

Technical Services Assistant Bonnechere Union Public Library, Eganville, ON

Closes: May 11, 2019

Position Summary:

The Technical Service Assistant performs technical services functions, including acquisitions, cataloguing, processing and maintenance of the bibliographic database (Apollo Biblionix). The incumbent provides bi-weekly outreach, interlibrary loan support and participates in the staffing of the service desk. We are looking for a detail-oriented team player with a user-centric orientation to library services.

Qualifications:

- Minimum two years' related experience
- Education in library techniques from an accredited institution
- Demonstrated experience in the use of library information management systems and knowledge of technical standards
- Strong communication, interpersonal and teamwork skills
- Ability to provide information and circulation services to adults and children in an automated environment
- Maintains the library's networks, integrated library system and computer equipment and liaises with external contractors to support technical functions
- Assists staff and members in using library hardware, software and databases
- Ability to catalogue in French an asset
- Maintains BUPL website using HTML coding and conforms with AODA compliance
- Access to a car and a valid Ontario driver's license required

Employment type:

Contract - 6 months, with the possibility of extension or of becoming permanent
Working 60 hours per two-week period, including some evenings and weekends

Application:

Applicants must submit their resume and cover letter (Word doc or pdf) to Nikolina Likarevic, ceo@bonnechereupl.com

The library thanks all applicants for their interest, however only those selected for an interview will be contacted.

The Bonnechere Union Public Library is pleased to accommodate individual needs in accordance with the Accessibility of Ontarians with Disabilities Act, 2005 (AODA). If contacted regarding this competition, please advise Nikolina Likarevic, CEO (ceo@bonnechereupl.com) of accommodation measures you may require during the selection process. Information received relating to accommodation needs of applicants will be addressed confidentially.