

NOTICE OF JOB OPENING - COMPETITION # 2268-11-188 - TEMPORARY

EMPLOYEES OF THE SCHOOL DIVISION ARE ADVISED OF THE FOLLOWING
JOB OPENING:

JOB CLASSIFICATION: Library Technician (Senior Certificate/Diploma)

WORK CENTRE: Bishop James Mahoney High School

DATE SUBMITTED TO SCHOOLS: December 20, 2011

JOB SUMMARY: A 10 month/217 day position, under the direction of the Teacher Librarian, to provide support in cataloguing, organizing, circulating and maintaining library materials in a collaborative team environment. This position will also be responsible for providing technical support to the patrons in the library.

QUALIFICATIONS:

As per Board Policy; In addition, preference will be extended to applicants who have:

- A two year diploma from a recognized Library Technician course
- Working knowledge of Destiny Automated Library System, and word processing.
- Excellent interpersonal skills with young adults and the ability to work with others in a team environment.
- Technological aptitude.
- Demonstrated ability to work independently.
- Demonstrated initiative.
- Successful related experience.

TERMS OF EMPLOYMENT:

- As per Collective Agreement.
- 7.25 hrs/day.
- To begin a.s.a.p. and continue to December 20, 2012 or until the return of the incumbent, if earlier.
- Salary range - \$20.05 - \$23.68 per hour.

APPLICATION PROCEDURES:

- Written applications should be directed to Human Resource Services (Fax: 659-2012). **PLEASE REFER TO COMPETITION NUMBER WHEN APPLYING.**
- **APPLICATIONS SHOULD BE RECEIVED NO LATER THAN 4:30 P.M., FEBRUARY 3, 2012.**

For more information please contact:

Cheryl Thorson, Principal
Bishop James Mahoney High School
659-7501

Greg Chatlain
Superintendent of Education
659-7090

