



Library Technician

Richmond Public Library is currently recruiting a full time Library Technician to provide programming and services at our Ironwood branch. Shifts include **evenings and weekends**.

To ensure success in delivering our service model to a diverse community you have:

- A diploma from a Library Technician program plus related experience
- A passion for making a difference in your community
- Enthusiasm for collaborating with library and community members on new programs, digital technologies and community created content
- Excellent community service skills gained through experience in community outreach
- Excellent customer service skills gained through creative and innovative programming
- Superior interpersonal skills
- Progressive leadership skills
- Indigenous candidates and candidates who speak languages in addition to English are welcome and encouraged to apply

We offer:

- An organization of real people with a reputation for innovation and responding quickly to our community's needs. Your colleagues have a passion for literacy and life-long learning and a deep commitment to helping the community by sharing their knowledge and expertise
- A library system that provides diverse materials and learning spaces, inspiring creativity, sharing and knowledge building
- Competitive salary, health benefits, pension, free parking and growth opportunities

Please see our website http://rpl.yourlibrary.ca/account/about_rpl/jobs_at_rpl for details about this position.

Contact Info:

Send your application via email to apply@yourlibrary.ca by midnight on **Sunday, December 15, 2019**. Please use "Library Technician 2019-18" in your subject line and include:

- A cover letter describing how you demonstrate the skills noted above.
- A current resume.
- At least two examples of programming projects including descriptions of your responsibilities on each project.

While the Richmond Public Library thanks you in advance for your interest, only candidates under consideration will be contacted. ***A criminal record check is a condition of employment.***

Job Responsibility Details:

This is advanced paraprofessional library work of a supervisory nature performed in a branch library. An incumbent directs day-to-day branch operations; plans, schedules, supervises, reviews and participates in the work of staff engaged in the work of the branch; provides readers' advisory and programming services to the public; and assists in the development and maintenance of collections. Considerable independent judgment and action are exercised within established guidelines while unusual problems or policy decisions are referred to a superior who reviews work performance for conformance to established procedures and practices and effectiveness of services rendered to the public.

Directs the day-to-day operations of the branch; develops, recommends and implements new or revised branch procedures.

Plans, coordinates, schedules, assigns, supervises, reviews and evaluates the work of a small group of staff engaged in the work of the branch and provides training as required.

Ensures the maintenance and upkeep of branch facilities; monitors the adequacy of cleaning services.

Responds to customer complaints and prepares replies to customer comment forms; refers unresolved matters to a superior.

Handles or ensures proper handling of all branch cash receipts for petty cash, cash register monies and copy machine proceeds.

Provides information and assistance to the public on a wide variety of matters and enquiries related to library holdings, activities and operations; explains library organization, policies and procedures; instructs customers in the use of on-line catalogue system, web-based services, computers and printers; directs customers to appropriate materials and refers to alternate sources where possible; searches on-line catalogue and a variety of reference books and web services to assist in locating specific books, materials, authors or subjects.

Plans, prepares and presents story times, book talks and library tours for children, teens and adults; assists in the preparation, development, implementation, presentation and maintenance of library programs for children, teens and adults; assists presenters in program set up and take down.

Merchandises, plans and sets up displays; evaluates and weeds collections; compiles selection lists and carries out ordering projects as directed.

Prepares and maintains a variety of computerized and/or manual records, files, reports and statistics related to the work; ensures for the maintenance and repair of equipment and an adequate supply of stationery and related office supplies.

Performs related work as required.

Additional Qualifications Information:

Considerable knowledge of the rules, regulations, policies, procedures and operations of the library as they relate to the work performed.

Considerable knowledge of technical library methods, procedures and tools applicable to the work.

Sound knowledge of the library's resources and collections, and on-line and web-based services.

Sound knowledge of business English, spelling, punctuation and arithmetic.

Working knowledge of the computer equipment and software applications used in the work.

Ability to direct the day-to-day operations of the branch, and to develop, recommend and implement new or revised work methods and procedures.

Ability to plan, schedule, assign, supervise, review and evaluate the work of branch staff and provide training as needed.

Ability to establish and maintain effective relationships with staff, the public and community partners.
Ability to provide a variety of information and assistance to the public, and to respond to and seek to resolve customer complaints.

Ability to effectively use applicable resource materials in conducting information searches.

Ability to plan, prepare and present story times, book talks and library tours for children, teens and adults.

Ability to prepare and maintain a variety of records, files and documents related to the work.

Ability to work with minimal supervision and to understand oral and written instructions.

Skill in operating common office appliances, including a computer terminal.

Additional Requirements Information:

Completion of a recognized Library Technician diploma program including related computer courses, plus sound related experience including some experience in a supervisory capacity; or an equivalent combination of training and experience.

Classification Specification:

693 – Library Technician II - Branches