



# NEW WESTMINSTER

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## Position Vacancy: Library Assistant 2

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DEPARTMENT:	<b>Library</b>	STATUS:	<b>Fulltime</b>
NO. OF POSITIONS:	<b>1</b>	UNION:	<b>CUPE, Local 387</b>
HOURS OF WORK:	<b>35 hours per week, including evenings and weekends *</b>	SALARY:	<b>\$44,487 - \$52,121 (2019 rates), plus benefits</b>

### Position Overview:

The New Westminster Public Library requires a full-time Library Assistant 2 in the Technical Services Department. Duties include materials handling and processing; importing and manipulating MARC records; preparing and submitting vendor orders; running reports; database maintenance and clean-up; and other related duties. Reporting to the Manager of Technology & Technical Services, this position trouble-shoots technical issues related to catalogue records, vendor orders, and day-to-day workflow in the department by consulting with department staff, the department manager, or staff in other departments as appropriate. This position also works at library service desks helping customers find and borrow materials, use library computers or other library technology, and supporting the information and lifelong learning needs of our diverse clientele.

### Required Education, Skills, and Experience:

- Completion of Grade 12
- Library Technician Diploma
- Completion of post-secondary coursework desirable, preferably in technology, business, or computing sciences.
- Three or more years experience working in a public library required, preferably in both technical and public services.
- Knowledge and/or experience with RDA, BIBFRAME, LC Subject Headings, and AACR2 Standards desirable.
- Experience using cataloguing tools and bibliographic utilities, preferably in a SirsiDynix environment
- Demonstrated ability and confidence using a wide range of computer hardware including PCs, tablets, laptops, and software, including MS Office Suite products, Adobe Suite, digital conversion and creation equipment/software, and library databases; Horizon and BiblioCommons experience also desirable.
- Excellent organizational and time management skills with good attention to detail.
- Well-developed interpersonal skills required and the ability to communicate effectively with staff across departments.
- Excellent customer service skills including the ability to actively promote the service of the department to staff and work with them to meet their needs and expectations.
- Strong command of English including verbal and written.
- A genuine interest and passion for life long learning keeping current with technology.
- Must be able to perform various physical tasks such as pushing book carts weighing approximately 50 lbs, and lifting, bending and twisting (along with other repeated physical movements).

### Duties Include:

- Receive and process materials
- Catalogue library materials in various formats; Revise, update, and delete catalogue records as required.
- Participate in database management and quality control of library bibliographic records.
- Generate reports and statistics as required.
- Answer a wide range of information questions on public service desks and support customers with their use of library and consumer technologies.
- Collaborate with colleagues and other NWPL staff and departments to ensure efficient and effective service to the public, including providing staff support for special projects.

***\*Hours of work include one evening per week and one weekend day on a 3-week rotation. Hours of work are scheduled on an annual basis and revised as needed.***

Apply by submitting your resume and cover letter in a single pdf, quoting **competition #20-L2, by 4pm on March 6th, 2020** to [resumes@nwpl.ca](mailto:resumes@nwpl.ca)

*The City of New Westminster welcomes diversity and encourages applications from all qualified individuals. We thank all applicants for their interest and advise that only those selected for an interview will be contacted. This position is only open to those legally entitled to work in Canada.*