



Northern Lights Library System

5615 – 48 Street Postal Bag 8 Elk Point Alberta T0A 1A0
Tel (780) 724-2596 Fax (780) 724-2597 info@nlls.ab.ca

Library Technician / Floater

Northern Lights Library System (NLLS) is currently seeking innovative, collaborative and highly motivated individual for the position Library Technician/Floater

NLLS, located in Elk Point, Alberta, serves a population of 174,450 people through the membership of 46 public libraries. NLLS and our partners, The Regional Automation Consortium (TRAC) shares Polaris; a leading-edge library software that brings numerous new possibilities to the way services are delivered to our members.

Elk Point is only two hours from Edmonton situated in a beautiful rural setting and surrounded by several larger centers within half an hour's drive.

Reporting to the Assistant Director, the Library Technician/Floater is responsible for cataloguing materials, ensuring that the cataloguing records are complete, quality control and work closely as a floater with in the department.

Specific responsibilities:

Will include, but not limited to, the following:

1. Continues the flow of new materials into the libraries by:
 - Cataloguing new materials ordered by NLLS for member libraries into the Polaris system software using imported records from vendors, customizing already existing records or creating new records
 - Cataloguing and exporting records of materials for libraries on contract with NLLS
 - Cataloguing all records according to profiles and standards already set by the libraries and TRAC
 - Maintaining authority controls with new records, completing all records with subject heading and call numbers as required
 - Maintaining relationships with member libraries and TRAC Cataloguing working group to ensure consistency of records and quality control
2. Support the bibliographic services team and TRAC by:
 - Generating spine labels for materials catalogued unless otherwise specified
 - Merging and cleaning up records on the TRAC database as time and workflow allows
 - Receiving or ordering materials on Polaris, if necessary
 - Assist with processing as needed



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- Assist with ILL as needed
- Back up driver as needed
- Pick up mail from post office
- An all other assigned duties

Knowledge Attributes and Skills:

- Library Technician Diploma
- Strong computer skills, with knowledge of a variety of databases
- Flexibility, ability to work with tight deadlines and under pressure
- Ability to work closely and efficiently with others
- Ability to troubleshoot and problem solve
- Excellent communication (oral and written) skills
- Excellent time management and organizational skills
- Have knowledge and experience using RDA and MARC records
- Physically able to lift boxes (50 lbs)
- Valid full driver's licence

This position offers a comprehensive benefit package and a regular work week consisting of 35 hours along with a generous vacation allowance. The salary range for this position will commensurate with experience and qualifications.

This competition will close 20th October, 2017. Interested parties should submit a resume, including the name of three references to:

Heather Elliott
Bibliographic Services Manager
HElliott@nlls.ab.ca

We thank all candidates for their applications; however only those selected for an interview will be contacted.