

Acting Technical Services Librarian - New Brunswick Public Library Service - Edmundston

Posted: Wednesday, April 10, 2013

Haut-Saint-Jean Library Regional Office
Acting Technical Services Librarian
(Pay Band 3)
Edmundston

From June 3, 2013 to June 2, 2014
(replacement for a person on maternity leave)

The New Brunswick Public Library Service (NBPLS) is searching for a creative and dynamic individual with demonstrated enthusiasm towards the mission of public libraries for the position of Acting Technical Services Librarian working in Edmundston at the Haut-Saint-Jean Regional Office.

Reporting to the Assistant Regional Director, the Technical Services Librarian manages the Technical Services Unit and provides professional support to the Regional Management Team. Responsibilities include overseeing the processing of shelf ready materials for public libraries; participating in strategic and operational planning with the Regional Management Team; participating in the hiring of staff, and ensuring the training, supervision and evaluation of staff; overseeing quality control, workflow and performance standards for technical services; managing the technical services budget and supplies; establishing technical services policies and procedures; serving on regional and provincial committees; acting as a regional resource person for technical services modules in the automated library system, as well as for the conservation and preservation of library materials; liaising with the Provincial Technical Services Unit and local libraries regarding the cataloguing, classification and circulation of processed materials; leading regional and provincial database and research projects relating to processing, cataloguing and classification; participating in collection analysis, inventory and management by organizing, evaluating, selecting, and weeding local and regional collections and recommending areas for development; participating in indexing, abstracting and digitization projects; assessing materials requiring mending, binding, withdrawal or replacement; participating in the assessment and retention of donations; evaluating and recommending potential vendors, and negotiating purchase agreements; overseeing the compilation of regional technical services statistics and reports; and managing grants as required.

Candidates should possess a master's degree in Library and/or Information Studies from an ALA accredited program. They must have a good understanding of technical services, cataloguing and classification standards, indexing and abstracting, database management, conservation/preservation of materials, and principles of collection development. Strong knowledge of library automated systems, e-mail, the Internet and Ms-Word is necessary.

Written and spoken competence in English and French is required.

Some travel will be required. The position will involve some lifting.

The successful candidate will possess excellent management, leadership, communication, interpersonal and supervisory skills. A demonstrated sense of organization as well as a strong aptitude for problem solving, analysis and team work is necessary.

Salary: \$42,406 to \$59,202 per annum

Please submit your application (letter and up to date curriculum vitae) by e-mail, mail or fax to the attention of Johanne Jacob, Regional Director, at the address indicated below.

The deadline for applications is: April 23, 2013.

Postal Address:

Johanne Jacob, Regional Director

15 de l'Église St., Suite 102

Edmundston, NB

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Tel: (506) 735-2074

Fax: (506) 735-2193

Email: Johanne.Jacob@gnb.ca

Category: