

# Collections Technician, Cataloguing

Parkland Regional Library System is currently accepting applications for a Collections Technician, Cataloguing. This position contributes to the efficient and effective delivery of library services to Parkland Regional Library System's members. The cataloguing specialist performs all tasks related to cataloguing diverse library materials to ensure easy access to regional collections for staff and the public as well as providing backup for Interlibrary Loan staff. This position reports to the Collections Librarian, operating within the Library Services unit.

## Areas of responsibility:

- Provides effective public access to regional collections through sound cataloguing practices and critical thinking.
- Participates in the work of the Library Services unit to meet the needs of local communities.
- Cooperates with colleagues to achieve Parkland Regional Library System's goals and objectives by providing support in other areas as needed.
- Communicates directly with member library staff to meet collection and resource sharing needs of local communities.

## Scope:

This is a position that contributes to achieving Library Services goals by implementing sound cataloguing processes within regional parameters, providing effective access to library materials for the public. It requires critical thinking and problem-solving skills. The Technician works with Parkland staff, member libraries and the library community to ensure library services and organizational goals are met.

## Knowledge, Skills, and Abilities:

- A Library and Information Technician Diploma
- Knowledge of current cataloguing standards and the ability to catalogue diverse materials within system parameters.
- The ability to clearly communicate with library staff and the public.
- The employment of critical thinking skills to analyze situations and suggest solutions.
- Comfortable in a fast-paced, modern, technological library environment.
- The initiative to assess and prioritize different projects and tasks and suggest changes when needed.
- Experience working in a public library setting and working with Polaris would be considered assets.

## About Us:

Parkland Regional Library System is a welcoming workplace which values cooperation, innovation, and service. We provide leadership, learning, and support in a wide variety of areas to 49 public libraries across central Alberta. Support services we provide include library management, human resource management, governance, advocacy, marketing and communications, collection management, information technology, and resource sharing. Parkland is headquartered in Lacombe, a vibrant community just north of the Red Deer with easy access to Edmonton, Calgary, and the Rocky Mountains.

## To apply:

The pay range for this position is \$57,440 – \$76,383 with a 35-hour work week. Interested candidates should email their cover letter and resume to Karyn Goodwillie at [kgoodwillie@prl.ab.ca](mailto:kgoodwillie@prl.ab.ca). Review of applicants will begin immediately and the competition will remain open until the position is filled. We thank all applicants but only those selected for an interview will be contacted.