

# Library Services Assistant

Parkland Regional Library System is currently accepting applications for the position of **Library Services Assistant**.

Reporting directly to the Deputy Director, the Library Services Assistant is responsible for providing support to the Library Services team and to other departments within the Parkland organization as required.

## Scope:

This position requires strong, accurate, and timely communication and organizational skills with a positive and approachable attitude. Responsible for maintaining documentation critical to the Library Services team, the incumbent acts proactively, demonstrates initiative and sound judgement with the ability to make appropriate decisions in order to ensure the smooth operation of the Library Services team.

## Duties:

- Organizes events such as Parkland Library Council (PLC) meetings, the Parkland conference including catering, facility and equipment requirements.
- Arrange training events/speakers for member library professional development opportunities.
- Manages and updates all training presentations (including training videos) for the Library Services team.
- Supports the Deputy Director with the day-to-day operations of Indigenous library services in the Parkland region.
- Acts as the back-up secretary for the Parkland Board and committees, including preparing materials, taking meeting minutes, and maintaining all documentation in the absence of the Office Administrator.
- Monitor subscription renewals for AudioCine, Criterion, Loomly, etc.
- Assist Operations with the monitoring and care of the Parkland building and Consulting vehicles as required.
- Work with IT to manage the calendar of events and other pertinent pages on the Parkland support site.

## Knowledge, Skills, and Abilities:

- Post-secondary diploma in office administration or a related discipline is required.
- Experience working in a public library or in a regional system in Alberta is considered an asset.
- High proficiency with Microsoft Office applications and web-based software applications.
- Excellent verbal and written communication skills.
- Excellent planning, time management and organizational skills.

- The ability to work collaboratively and to deliver results with minimal supervision.
- Self-motivated team player with a strong desire to deliver exceptional customer service to our member libraries.

## About Us:

Parkland Regional Library System is a warm and friendly workplace which encourages innovation and creativity. We provide leadership, learning, and support to 49 public libraries which contribute to the success and sustainability of our member communities. We are passionate about helping our libraries achieve their goals and deliver great services to Central Albertans. We are headquartered in Lacombe, a vibrant community just north of the City of Red Deer with easy access to Edmonton, Calgary, and the Rocky Mountains.

**To apply:** This position will be offered as a 6-month term, with the possibility of becoming permanent. The salary range is \$57,440 - \$68,640. Interested candidates should email their cover letter and resume to Parkland Administration at [administration@prl.ab.ca](mailto:administration@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.