



July 4<sup>th</sup>, 2019

**JOB OPENING: Temporary assignment  
(Maternity leave replacement)**

**LIBRARY TECHNICIAN  
CHILDREN'S SECTION**

The workplace is at the Reginald J.P. Dawson Library, 1967, Graham Blvd. The working schedule is variable but full time.

The work consists of performing technical tasks related to the purchase, organization, retention, use and distribution of the library collection and for the use and maintenance of the equipment in the Town library.

**EXAMPLES OF TASKS PERFORMED**

- Makes bibliographical researches, verifies the orders of documents in the catalog of the library and prepares the orders for the appropriate suppliers.
- Verifies documents upon their reception, attributes numbers to bar codes and handles the returns to the suppliers; verifies the donations and the duplications.
- Creates acquisitions records and mentions of its source.
- Performs the follow-up of the spending by type of document and by category of the collection.
- Participates in cataloguing books and other documents using derived records or original cataloguing.
- Participates in the update and correction of the bibliographical records and the files of the authority records in the database.
- Captures the necessary statistics for monthly reports; prepares statistical reports as required.



## HUMAN RESSOURCES DEPARTMENT

- Verifies the suggestions of users, supplies to the librarian reports in the literature and makes the follow-up with the users.
- Offers a reference service to the users, using library documents or electronic resources.
- Assists the librarians in their daily duties (i.e., bibliographies, animation, advertising).
- In the absence of one of the technicians, performs all tasks related to maintaining services.
- Serves on committees and takes part in special library activities as required.
- Works at the children's circulation desk as required; when scheduled as «senior employee» or responsible, oversees library operations and the work of the employees.
- Leads storytimes, class and daycare visits and any other children's library activity; develops literary activities.
- Trains the new clerks assigned to the children's circulation desk.
- Assures the follow-up of comic books collections; participates as required in the development of the collection.
- Performs any other related tasks.

## **REQUIREMENTS**

The successful candidate will meet the following conditions:

- Hold a CEGEP diploma in Information and Library Technologies.
- One (1) to two (2) years' experience in a job allowing the incumbent to familiarize him/herself with the field.

### **Knowledge :**

- Documentation techniques
- French;
- English, spoken.

### **Skills and abilities :**

- communicate with the public;
- to be tactful and courteous;
- coordinate and oversee employees' work.
- draft clear and concise reports

The salary is between \$25.13 and \$35.90 per hour.

## **PLEASE NOTE:**

Applications will be accepted until Friday, July 19<sup>th</sup> 2019, 4:30 PM.

The interested people have to send their curriculum vitae to Roxane Gaudreau, councilor in human resources, by e-mail at [humanresources@town.mount-royal.qc.ca](mailto:humanresources@town.mount-royal.qc.ca) mentioning competition number **2019-22**.