



## Librarian II

Permanent, Full-Time

Location: Labrador West Campus

Job Opening ID: 8861

Commencing: As soon as possible

Deadline to Apply: September 25, 2017

### **PUBLIC POSTING**

**DUTIES:** The Librarian II is responsible for the administration of the library/resource centre and providing professional library services in all areas of librarianship to College of the North Atlantic's Labrador West Campus. Duties may include but aren't limited to, providing reference and research services; collection development and maintenance; bibliographic control; research, selection, evaluation, and purchase of new books and other resources to ensure collection remains current; applying cataloguing and classification principles; developing library policies and procedures; providing direction to users on the use of computer library resources and literature/database searches; developing subject and resource guides; performing circulation duties; providing bibliographic and information literacy instruction; providing inter-library loan services; monitoring and assigning tasks to other library staff; overseeing and coordinating library technical services and programming; maintaining daily library statistics and library budget; preparing annual reports; coordinating and promoting library services and events; taking a leadership role in the overall development and continuous quality improvement of College library services; and other related duties as it pertains to the efficient operation of a library/resource centre. This position will include evening and weekend work and is included in the bargaining unit (NAPE, Support Staff).

**QUALIFICATIONS:** Candidates must have a demonstrated knowledge of library operations management particularly as it relates to cataloguing and classification standards, referencing, collection development, and information literacy instruction. Knowledge of and previous experience using library software (SIRSI or related program) and other computer applications (Microsoft Office) is essential. Excellent communication skills (oral and written) with strong report writing and presentation skills are critical for success. Sound interpersonal skills, organizational and time management skills, analytical skills, in addition to supervisory skills would also be required. Candidates must demonstrate a client-service orientation and be able to work independently under limited supervision. The required knowledge and skills would have been obtained through the successful completion of a Master's Degree in Library Science or Library and Information Science (or related) supplemented by relevant library experience in a similar role.

### **SALARY INFORMATION (Support Staff)**

CG-E37 - \$58,385.60 - \$65,210.60 per annum

College of the North Atlantic is an Equal Opportunity Employer.

The successful candidate will be required to provide a recent Certificate of Conduct.

Please apply on-line complete with resume at [www.cna.nl.ca](http://www.cna.nl.ca). Names of three professional references, including a current supervisor reference, will be required as part of the interview process.

Candidates must clearly demonstrate in their resume that they meet all of the required qualifications. Failure to do so may result in a candidate being screened out of the competition.

For questions regarding this job opening, please contact Sergio Deleon, Human Resources Consultant at [sergio.deleon@cna.nl.ca](mailto:sergio.deleon@cna.nl.ca) or by phone at (709) 758-7229.