



## **CATALOGUING AND ACQUISITIONS SUPERVISOR (Permanent, Full-Time)**

Peace Library System (PLS) is seeking a library technician with strong leadership skills to supervise the Cataloguing and Acquisitions areas within the Technical Services Department. This position also provides the opportunity for applied work cataloguing items for member libraries.

### **Primary Responsibilities:**

- Plan and lead Cataloguing and Acquisitions activities for effective and efficient service delivery
- Supervise employees, including scheduling, training, performance management and work plans
- Cataloguing new and donated materials (including books, audio-visual media, and digital media) using imported records, customizing existing records, and creating new records
- Processing items and readying them for delivery to libraries

### **Essential Qualifications and Skills:**

- Library Technician Diploma with supervisory experience or an MLIS
- Knowledge of MARC, RDA, DDC, LCSH
- Knowledge of cataloguing standards and procedures
- Proficiency in the use of office and integrated library system software, Polaris would be an asset
- Strong management and leadership skills
- Excellent communication and interpersonal skills
- Superior organizational, time management and critical thinking skills
- School library experience would be an asset.
- Ability to work closely and effectively with others in a team setting

Starting Salary: \$58,149 - \$61,930 depending on qualifications and experience. Peace Library System provides a competitive salary and benefits package.

Peace Library System headquarters is located in the City of Grande Prairie, approximately 450 km northwest of Edmonton. With a population of over 63,000, Grande Prairie is an active, growing community with all services and amenities, situated in the beautiful Peace Country. Peace Library System serves a municipal population of 166,600 and a student population of 11,700 through a network of 46 public and 50 school libraries across northwestern Alberta. It is a partner with three other library systems in The Regional Automation Consortium (TRAC).

A review of applications will begin October 19, 2020. The competition will remain open until a suitable candidate has been selected. We thank all applicants but only those selected for an interview will be contacted.

Interested parties should submit a cover letter, resume, and three professional references to:

Janet Ayles  
IT and Technical Services Manager  
Peace Library System  
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