

Librarian

Library Services

Apply by December 9, 2022

What you will do

The Library Services branch of the Legislative Assembly Office (LAO) provides nonpartisan, confidential, timely and authoritative services to Members of the Legislative Assembly (MLAs), their employees, LAO branch staff and members of the public.

The Legislature Library has an opening for a professional Librarian to join their team. Working as part of the Library Services branch and reporting to a Library Supervisor, you will apply your professional expertise to design, develop and deliver Library services and products. You will lead projects to curate collections of relevant knowledge in all its formats and enhance the accessibility of information.

You will use your strong interpersonal, organizational, and problem-solving skills in the provision of accurate and timely information and reference services to a broad client group that includes MLAs, Legislative Assembly Office staff, public service employees as well as members of the public. Utilizing your leadership skills, you will exercise supervision over Library Technicians and project staff as required.

Who you are

You are a team player who processes exceptional relationship building and interpersonal skills with the ability to communicate clearly and effectively, both verbally and in writing. You project a professional demeanour, tact and judgment in interactions with clients and a strong commitment to client service. You adapt quickly and have a willingness to explore and implement new standards, practices, and technologies. You have a forward-looking approach and exercise creativity in predicting future directions in librarianship.

What you bring

Qualified individuals will possess a Master's degree in Library and Information Studies (MLS) from an ALA-accredited graduate program. An undergraduate degree in a related field such as history or political science is a definite asset.

Excellent computer skills that include a strong awareness of current and emerging issues and trends in library technology and information resources is essential.

Preference will be given to applicants with prior experience or a sound understanding of the parliamentary process.

Why Choose the LAO

We are offering a salaried full-time position in a skilled, diverse and united workforce where employees feel engaged, supported, safe, respected and valued. The salary range for this position is \$66,714 to

\$87,586 dependent on qualifications. We support your career development throughout your time with us at the LAO.

Our comprehensive benefits package includes health and dental options you can choose based on your needs and alter annually at Choice Point time and an annual Health Spending Account to supplement your coverage.

We offer flexible and hybrid work arrangements for some positions and promote employee wellness and work-life balance. The LAO starts all salaried employees at 15 days of vacation per year and provides a variety of leaves for life events. All employees can access the free and confidential Employee and Family Assistance Program. We organize wellness initiatives and engage with employees on physical, mental, financial, and organizational health matters.

We thank all applicants for their interest; however, only candidates under further consideration will be contacted. Final candidates will be asked to undergo pre-employment checks.