

Posting 16-11

Bilingual Library Assistant, Policy & Research Unit

Corporate and Council Services Department

Regular Position, Category 13 – Salary Range \$43,547– \$59,108

You are an accomplished library professional with good writing skills and a high level of oral language proficiency in English and in French. You will provide cataloguing, library information, searching, shelving and related services supporting French and English language patrons of the Ontario College of Teachers Library.

French-language proficiency at the following Canadian Language Benchmark levels: oral expression (9), oral comprehension (9), written comprehension (9), and written expression (7).

Primary Duties:

- Provides reference assistance to on-line, telephone, and in-person enquiries from College members, Council Members and staff as well as guidance on how to use our online catalogue, research databases and Library services
- Act as back up in Library Technician's absence, which includes cataloguing in the Horizon Sirsi Dynix system
- Recommends French resources to purchase for the library
- Monitors shipping issues and responsible for troubleshooting with Canada Post
- Check- in, check out and renew items for patrons
- Select and prepare books for courier shipment to borrowers
- Barcode and place College identifiers on new acquisitions and create call number stickers for new items
- Check in journals and periodicals
- Print internal staff material routing slips
- Maintain and update electronic routing slip file
- Respond to all French patron requests in person, phone or email.
- Update loose-leaf reference materials
- Order inventory and make printing requests to production for 'date due' slips, 'Return' slips, 'Return labels', padded envelopes for shipping purposes
- Pick-up and place daily papers
- Ensure that the retention schedule of journals, periodicals and newsprint is up-to-date
- Shelf books and DVDs accurately according to the Library of Congress format
- Shelf periodicals
- Update displays of new books and DVDs
- Pick-up and process mail.
- Other duties or special projects as assigned by Corporate Research Analyst or Manager of Policy and Research

Qualifications:

- Two year Community College diploma in Library and Technology or related field
- A minimum of 2 years' of relevant professional experience in a library
- Demonstrated experience responding to reference requests in English and French
- Demonstrated experience in the circulation of materials, processing of serials and monographs, shelving of materials, renewing, checking out and placing holds for patrons, assisting patrons in searching for materials
- Sound judgment skills
- Demonstrated ability to work independently and as a part of a team
- Demonstrated ability using cataloguing software [eg. SirsiDynix Horizon]
- Demonstrated knowledge of cataloguing principles, practices, and tools including: AACR2R, MARC 21, LCSH
- Proficiency in Excel, PowerPoint, Microsoft word, online research databases and internet
- Excellent customer service and trouble shooting skills
- Excellent oral and written communication skills [English and French]
- Proven ability to pay close attention to detail and organizational skills
- Be comfortable with technology
- Candidate must be enthusiastic, engaged and willing to learn, embrace change

Assets:

- Some knowledge of education in Ontario as well as Ontario Educational School System Collections and materials of interest to the teaching and regulatory profession.

To apply, visit www.oct.ca/careers and submit your resume and cover letter no later than May 4, 2016.

Ontario College of Teachers is an equal opportunity employer committed to inclusive, barrier-free recruitment and selection processes and work environment. We will accommodate the needs of applicants under the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act (AODA) throughout all stages of the recruitment and selection process. Please advise the Human Resources Department to ensure your accessibility needs are accommodated throughout this process. Information received relating to accommodation measures will be addressed confidentially.