

PERSONNEL &
STAFF DEVELOPMENT
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Lac La Ronge Indian Band

EMPLOYMENT OPPORTUNITIES

CLOSED COMPETITION

The Lac La Ronge Indian Band's Education, Training, and Employment Department is now accepting applications to fill the following position based out of **Senator Myles Venne School (SMVS) in La Ronge, SK:**

Public Library Assistant

The suitable candidate will be able to perform the following duties:

- Processing, shelving, shelf reading, circulation, and cataloging.
- Use POLARIS and LEAP Library Systems as part of daily work.
- Ability to select books and material for the reference and general collection in cooperation with teachers and administration;
- Develop, implement and evaluate programs for the school and community and in coordination with established regional, provincial and national programs including the Northern Reading Program and Family Literacy Program.
- Ability to handle all public library requests regarding information and materials.
- Direct and maintain the library operations when head librarian is away on business.
- Ability to work closely with other agencies, including other staff;
- Provide programming to classrooms in library setting.

The suitable candidate will possess the following qualifications:

- Minimum of Grade 10 education (required).
- Previous experience in a library work setting (required).
- Those with experience using POLARIS and LEAP Library Systems will be given preference.
- Manage a library and its collection;
- Team building, organizational and written skills;
- Effective verbal, presentation and listening skills
- Computer skills

Deadline for applications: January 18, 2018 at 11:59PM.

To apply, please submit a **cover letter** and **resume** including **three (3) references (excluding Chief and Councilors), with one from your most recent/current employer**, to the following:

Human Resource Office,
Lac La Ronge Indian Band
Box 480
La Ronge, SK. S0J 1L0

Phone: (306) 425-2183
Fax: (306) 425-2170
E-mail: (hrinfo@llrib.ca)

****Note: Your references MUST be people who you reported to and had direct supervisory authority over you. In the cover letter, please indicate permission to contact references****

For further information, please call Robert Whiteman, Principal of SMVS at (306) 425-2478.

LLRIB thanks all interested applicants; however, only those chosen for an interview will be contacted. The successful candidate will be required to undergo a criminal record and vulnerable sector record check. Please be advised applications received without the proper documentation will not be considered. Telephone interviews will not be granted.