

PERSONNEL &
STAFF DEVELOPMENT
BOX 480, LA RONGE
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Lac La Ronge Indian Band

EMPLOYMENT OPPORTUNITIES

(This is a re-advertisement for this position.)

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 cable of learning and performing the following duties:

- Processing, shelving, shelf reading, circulation, and cataloging.
- Use POLARIS and LEAP Library Systems as part of daily work.
- Take directions and instructions from the head librarian.
- 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 (preferred).
- Experience using POLARIS and LEAP Library Systems (preferred).
- Ability to take directions from a supervisor.
- Team building, organizational and written skills.
- Effective verbal, presentation and listening skills.
- Computer skills.

Deadline for applications: February 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.***