

PERSONNEL &
STAFF DEVELOPMENT
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Lac La Ronge Indian Band

EMPLOYMENT OPPORTUNITIES

Open COMPETITION

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

Part-Time 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

Posting Date: July 10, 2018

Deadline for applications: July 31, 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

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 Josy Roske, Superintendent of Education at (306) 425-1757.

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.