

invites applications for the position of:

**RESOURCE CENTRE TECHNICIAN
Instructional Resource Centre**

Permanent Full-Time Position
Effective Immediately

Mandatory Requirements:

- Two-year post-secondary diploma in Library and Information Technology or equivalent;
- One year of related experience in a computerized/digital environment;
- Intermediate/Advanced working knowledge of Microsoft environment including Word, Excel, Outlook and Power Point;
- Knowledge of and experience working with a variety of digital and web-based resources and processes;
- Excellent communication skills, both written and oral;
- Strong organizational, analytical and interpersonal skills;
- Demonstrated initiative, self-motivated and self-directed.

Preferred Requirements:

- 1 to 3 years of experience in an educational library environment;
- Understanding of the needs of the 21st Century Learner and related Global Competencies;
- A demonstrated commitment to creating a modernized and innovative resource center that supports student learning;
- Experience assisting education staff and students in conducting research and locating resources on a variety of topics;
- Knowledge of and experience working with a variety of databases commonly used by the Board;
- Knowledge of applicable copyright laws inclusive of regulations and board policies;
- Knowledge and understanding of board policies and procedures related to technology integration and the use of social media;
- Proficiency in cataloguing and book processing;
- Library technical skills within a modern 21st Century digital and automated environment;
- Demonstrated ability to create and maintain reports of resource usage in order to inform, maximize and make recommendations regarding usage of resources within our Catholic schools;
- Demonstrated ability and flexibility to assist staff and students effectively and professionally with all library related requests;
- Familiarity with the Ontario Curriculum;
- Valid Ontario Driver's License;
- Access to a vehicle.

Qualified applicants who wish to be considered for this position should forward a detailed resume, a written professional reference, and the names of two other professional references, citing posting number **COPE-2017-2018-32**.

This position will also require travel within the Board's jurisdiction.

Applications will be received until noon on **May 25, 2018**, and should be forwarded to:

Human Resources
Nipissing-Parry Sound Catholic District School Board
1000 High Street
North Bay, ON P1B 6S6
Email: HumanResources@npsc.ca

Barbara McCool
Chair

Anna Marie Bitonti
Director of Education

The Nipissing-Parry Sound Catholic District School Board is committed to diversity and inclusion. Please contact our Human Resources Department via email at HumanResources@npsc.ca or via telephone at 705-472-1201. Ext. 2231 prior to the posting's closing date should you require any accommodation during the recruitment process.