

FINDING WORK



VERMILION PUBLIC LIBRARY

The Company

Vermilion Public Library was established by the Frog Lake Chapter of IODE in February of 1931 with 113 books. In 1932 the Vermilion Public Library was officially founded and later turned over to the town of Vermilion. The Library is now an integral part of the Town of Vermilion, serving as a primary source of educational, cultural and information needs.

The Library is a member of the Northern Lights Library System (NLLS) and is a participating library with The Alberta Library (TAL). The Vermilion Public Library is governed by a Library Board.

The Library currently employs one full-time Library Manager, and five part-time staff, who are assisted by up to five volunteers year round

The Ideal Candidate

The ideal candidate would have the following attributes:

- Library background – experience in a Library, or a patron
- Organized, friendly, willing to learn
- Ability to lift and carry 25 lbs
- Knowledge of FOIP regulations
- Ability to work in team environment
- A “reader”, with knowledge of popular authors

Training

In house training is provided for all staff, including the operation of the Polaris library software. A Procedures Manual is available for review.



Library Manager

- Responsible for all areas of library service and operations
- Planning, policy and library development
- Library management: plans, and directs operations of the library
- Personnel management
- Collection Development: purchasing materials (books, movies, audio books)
- Facilities Management: maintaining and procuring necessary equipment and supplies
- Monitors condition, and ensures proper maintenance of library facilities, equipment and furnishings
- Reports to Library Board on matters within their mandate
- Public relations and advocacy, e.g. represents library at local events



Vermilion & District
Chamber of Commerce

Government
of Alberta



Town of Vermilion

Library Assistant I (Inter-Library Loan)

- Supervision of Inter-Library Loan Service
- Assist library patrons in making effective use of library facilities and resources
- Provides general reference assistance
- Assists with circulation duties as required
- Supervises and directs library page and volunteers
- Assists with development of promotional displays
- Requires basic understanding of library, cataloguing and classification system

Library Assistant I (Programming Coordinator)

- Plans, coordinates and/or delivers library programming
- Markets adult and youth programming
- Promotes and advertises Library programs
- Provides formal and informal *Internet* training
- Assists with development of promotional displays
- Requires basic knowledge of library organization and functions and familiarity with shelving arrangements
- Basic understanding of library cataloguing and classification
- Will possess basic computer skills
- Knowledge of FOIP regulations, and the ability to maintain confidentiality
- Creative and enthusiastic
- Should possess effective interpersonal skills in dealing with staff and public under all conditions
- A high degree of accuracy is required

Library Assistant I (Technical Services)

- Responsible for basic cataloguing and classification under the direction of the Library Manager
- Assists library patrons in making effective use of library facilities and resources
- Maintains library collection
- Assists with circulation duties as required

- A high degree of accuracy is required
- Knowledge of popular authors is desirable

Library Page

- Sorts and shelves books, periodicals, audio-visual materials and other library material while using established filing arrangements
- Informs patrons of overdue materials
- Performs patron registration as required
- Assists patrons with location of materials on shelves
- Performs elementary processing of materials
- Ability and skill to follow and carry out oral and written instructions effectively and efficiently
- Must have effective interpersonal skills
- Knowledge of FOIP regulations
- A high degree of accuracy
- Must be under 18 years of age at time of hire and in Grade 9 or higher.

Volunteers

- Must be 15 years of age or older

Hours of Work, Pay and Benefits

The Vermilion Public Library is open Tuesday through Saturday, and is closed on Sundays, Mondays and all Statutory Holidays.

Hours of Operation are:

Sunday	Closed
Monday	Closed
Tuesday	10:00 to 7:00 p.m.
Wednesday	10:00 to 5:30 p.m.
Thursday	10:00 to 8:00 p.m.
Friday	10:00 to 5:30 p.m.
Saturday	10:00 to 5:00 p.m.
Holidays	Closed

Staff work a 7 ½ to 8 hour shift within the above hours. Salary is commensurate with experience and qualifications. Vacation time is in accordance with the provisions set by the Town of Vermilion.

Full time library staff are covered by the municipal benefit plan and are provided with a weekly and long term 24/7 benefit package covering sickness or accident. A cost shared benefit package is provided through the *Local Authorities Pension Plan*. Cost sharing of benefits is offered at three different levels. Benefits include:

- Group Life
- Dependent Life
- Accidental Death and Dismemberment
- Extended Health Care
- Vision Care
- Dental Care

How to Apply

Vacancies are typically advertised in the local newspapers and on the Vermilion Public Library and Town of Vermilion websites. Positions may also be posted on other library related websites, such as Northern Lights Library System or The Foothills Library Association.

Interested applicants should forward their résumé and references by email, fax or in person to:

The Library Manager
The Vermilion Public Library
5001 - 49 Avenue
Vermilion Alberta T9X 1B8

Phone: (780) 853-4288

Fax: (780) 853-1783

Email: admin@vermilionpubliclibrary.ca

Criminal Reference and Intervention Record checks are conditions of employment