

POSTING

LIBRARY ADMINISTRATOR Permanent Full Time (35 hours per week) (Some Evenings and Saturday Hours Required)

Child Care Resource and Referral Program

This position is responsible for the ongoing development of the Early Childhood Resource Library (ECR) and oversees and participates in the implementation of library services.

KEY DUTIES AND RESPONSIBILITIES

- Assist library and other CCRR clients in finding program resources and in the use of public computer and other equipment available for client use.
- Respond to enquiries from families, the child care community and the general public seeking information on all issues related to children and families.
- Maintain a working knowledge of child care services, community services, resource persons and a wide range of child care issues and initiatives, and dispense this information to child care providers, families and the community.
- Purchase library resources and library equipment/supplies.
- Development of library technology and upgrades.
- Development and maintenance of library online catalogue and inventory.

QUALIFICATIONS

Education, Training, and Experience:

- Certificate in Early Childhood Education with at least three years' previous experience working with children and their families.
- Library and Information Technology Diploma (or equivalent program).
- Strong level of computer proficiency.
- Current Level 1 First Aid Certificate.

Job Skills and Abilities:

- Knowledge and understanding of current child care practice, issues, trends and community resources;
- Ability to take initiative, work independently and as part of a team;
- Exceptional organizational skills.
- Ability to work independently, set priorities, and manage multiple tasks.
- Proficiency in written, oral and interpersonal communication skills.
- Proficiency and experience in customer service.
- Commitment to a problem solving approach.

NOTE: Applicants not selected for an interview will not necessarily be notified.

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- Knowledge of technical systems and computer applications and a willingness to learn.
- Demonstrated effectiveness as part of a staff team.
- Valid Level 1 First Aid Certificate;
- Class 5 Driver's License and use of a reliable vehicle;
- No relevant criminal history;
- Second language ability an asset.
- Crisis Line experience an asset.

* An eligibility list will be maintained for up to 6 months.

CLOSING DATE: Resumes will be reviewed starting [April 17, 2019] but the posting will remain open until filled and will close without notice.

PLEASE APPLY TO: Sharlene Wedel, Program Manager
Options Community Services Society

Email: sharlene.wedel@options.bc.ca

No phone calls please.

Please include a cover letter clearly indicating the posting number [#A21327] and outlining your qualifications and related experience for the position.

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