



Shortgrass Library System is seeking a temporary, full time (36.25hrs/week) Technical Services Assistant - Acquisitions for a 13 month period.

The position is primarily responsible for ordering and receiving library materials for 14 public libraries and facilitating interlibrary requests.

The successful candidate will join a small, innovative team of library service professionals in a quick-paced environment, working closely with staff in our member public libraries and with vendors supplying materials.

Major Responsibilities

- Prepare and submit electronic purchase orders selected by library staff;
- Work closely with the Executive Assistant to prepare, track, and reconcile invoices;
- Facilitate interlibrary loan requests on behalf of member libraries;
- Communicate with vendors, troubleshoot incorrect orders;
- Receive all library materials;
- Process recurring orders and maintain appropriate order records;
- Communicate effectively with co-workers, vendors and library staff;
- Cooperate as a team member in performing any duties necessary to achieve the System's Mission and Goals.

The ideal candidate will have experience in:

- Data entry
- Invoicing
- Creating and maintaining spreadsheets
- Vendor relations
- Maintaining order records
- Database maintenance and clean-up
- Excellent keyboarding skills

And have the following competencies:

- Excellent attention to detail
- Ability to complete tasks quickly and accurately
- Excellent interpersonal skills

- Ability to work as part of a team
- Pleasant phone manner and email etiquette
- Commitment to quality customer service
- Excellent time management skills
- And excellent problem solving skills

Related post-secondary education, specifically a Library Technician's Diploma would be a strong asset. Equivalent combination of education and experience will be considered. Strong computer skills, attention to detail, and a willingness to learn and adapt are essential. Previous library acquisitions and technical services experience would be helpful.

On the job training will be provided.

Please note: this position requires repetitive tasks and motions, including sitting for long periods of time, as well as lifting boxes of books weighing up to 35lbs.

Candidates must be able to provide a clean Criminal Records Check.

Start Date: January 22nd, 2018

Wage: \$22.28/hr (\$42,000/year)

Hours: 36.25 hours per week

Term: 13 months

Hours: 8:15am to 4:30pm, Mondays to Fridays.

Applications **MUST** include a resume and cover letter and should be sent via email to:

Petra Mauerhoff, CEO Shortgrass Library System
jobs@shortgrass.ca

Absolutely no phone calls or in-person visits, please.

We thank all applicants for their interest, however, only those candidates invited for an interview will be acknowledged.