



LIBRARIAN

General Circular No. P18 / 2102-190

Place of Work:	Westmount High
Status:	100% Replacement Position
Hourly Rate:	\$24.46 to \$40.98
Start Date:	Immediate
Immediate Superior:	Principal

Nature of the work

The position of librarian encompasses the development, evaluation, organization, classification, preservation and management of collections found in one or more libraries of the school board so as to make documentary resources available to students and staff. In addition, he or she provides advice and support to school resources in order to promote the use of documentary resources in keeping with the educational programs and learning of students.

Tasks and responsibilities

- The Librarian applies techniques and methods of library science relevant to the selection, conservation, classification, organization of and access to materials found at the School Board libraries.
- He or she is responsible for supporting the library network: guiding the selection of books, periodicals, and electronic resources, evaluating and providing a synopsis of the works in the terms of the school board's objectives and of the knowledge of the programs in effect.
- He or she carries out the classification, cataloguing and indexing of books and other documents that are kept in one or more of the libraries.
- He or she provides support throughout the network to organize and control inventory, assist with purchases, orders, new acquisitions, inter-library loans, etc. as well as prepare and present to the senior staff briefs and reports concerning the development, use and promotion of the libraries.

Requirements and Qualifications

- Master's degree in Library and Information Studies
- Fluency in English (both oral and written) and have a strong working knowledge of French (both oral and written)
- Outstanding organizational and communications skills
- Excellent researching skills
- Knowledge of Information and Communication Technology

To view job description as outlined in the classification plan [click here](#)
or visit their website <http://cpn.gouv.qc.ca/en/cpnca/home/>

Interested candidates should send their letter of interest and curriculum vitae to: jobs@emsb.qc.ca
to the attention of Ms. Ann Watson, Director of the Human Resources Department
by Monday September 20, 2021

Please refer to the circular number in your letter of application.

The English Montreal School Board has implemented an Equal Access Employment Program in accordance with the Act respecting equal access to employment in public bodies and encourages applications from women, members of visible and ethnic minorities, aboriginal and handicapped peoples.