

NOTICE NO 136

POSTING:
2019.02.11

DOCUMENTATION TECHNICIAN (50%)

This **regular part-time position** is currently available at St. John's High School located at 380 St-Michel, Saint-Jean-sur-Richelieu.

NATURE OF WORK:

The principal and customary work of an employee in this class of employment consists in performing technical tasks related to the organization and operation of the Learning Commons services for the school. In his or her work, the employee in this class of employment may provide technical assistance to personnel involved in document management and to users of documentation centres.

CHARACTERISTIC FUNCTIONS:

The employee in this class of employment is required to ensure the processing of documentation received or acquired in a documentation centre; he or she carries out technical duties related to the retrieval, classification, cataloguing and indexing of documents; he or she ensures that the documents are filed or archived according to a retention calendar. He or she may be required to assist personnel involved in document management and in applying the retention calendar.

He or she takes part in updating the classification system; he or she ensures, in accordance with the applicable laws, that the procedures for filing, loan, circulation, scanning, preserving and disposing of documents are drawn up.

He or she provides users with information on the document filing system, management software used in the documentation centre, reference system, rules and procedures of the centre and use of consultation documents. He or she applies facilitation techniques in the documentation community as well as techniques for promoting documentary services and reading.

He or she ensures the loan and circulation of documents according to the rules established; replies to questions from users; finds and prepares documents; organizes group visits. He or she may create bibliographies on various subjects. He or she directs users to the appropriate sections and ensures that the rules of conduct and operation of the documentation centre are respected.

He or she participates, according to the policies defined and the procedures in effect, in the evaluation, selection, conservation and disposal of documents. He or she may scan documents. He or she ensures the repair and binding of documents.

In conjunction with the administration, he or she follows up on the budget allocated to his or her sector and purchases documents, supplies and material. He or she verifies the prices in trade bibliographies and publishing house catalogues. He or she manages subscriptions and renewals.

If need be, he or she prepares lists and statistics on documentary services.

He or she uses a computer and the necessary software to perform his or her duties; he or she conducts research on the Internet; he or she may be required to assist a staff member with software specific to his or her sector of activity. He or she may be required to train less experienced technicians as well as coordinate the work of support staff in performing duties related to the implementation of programs involving technical operations for which he or she is responsible.

If need be, he or she performs any other related duty.

REQUIRED QUALIFICATIONS:

To hold a Diploma of College Studies in Information and Library Technologies or a diploma or attestation of studies recognized as equivalent by the competent authority.

OTHER REQUIREMENTS:

- Excellent knowledge of English and French, spoken and written.
- Be able to work in a Learning Commons with integrated computer technology.
 - Proficient use of Internet search engines.
 - Common knowledge of automated library systems.
- Have a good working knowledge of MS Office, Internet and Dewey Decimal System, Biblionet, SQDT, GPI would be an asset.
 - Good user knowledge of Wi-Fi and e-tablets would be an asset.
- Must be able to maintain polite and efficient relations with students, staff and parents.

SALARY: \$342.48 to \$508.73 per 17.5-hours week, according to qualifications and experience.

SCHEDULE: To be determined.

Candidates should submit a letter of application **as well as curriculum vitae before 4:00 p.m. on February 19, 2019** to Human Resources, by mail or by e-mail at riversidecv@rsb.qc.ca. RSB will send an electronic acknowledgement of receipt for applications sent to that email address.

Riverside School Board has implemented an Equal Access Employment Program and encourages applications from women, members of visible and ethnic minorities, Aboriginal people and people with disabilities.

2019.02.08/lt

Français au verso

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...promouvoir un environnement stimulant et enrichissant visant à assurer la réussite personnelle de tous les élèves.
... committed to providing a stimulating and caring environment which enables all students to achieve personal success.