



LIBRARY TECHNICIAN BRANCH ASSISTANT PERMANENT FULL-TIME 100 MILE HOUSE LIBRARY BRANCH

The Cariboo Regional District invites qualified applicants to apply for the permanent full-time position of Library Technician Branch Assistant located at the 100 Mile House Library Branch.

Position Summary: Reporting directly to the Area Librarian/Branch Manager, the Library Technician Branch Assistant is responsible for assisting with day-to-day supervision of branch operations; handling complex reference questions requiring in-depth knowledge of the library circulation system, catalogue and subscription databases; developing, organizing and conducting library programs such as toddler and pre-school story times; and representing the library as a participant on local community groups that focus on the delivery of family/children's programs and related literacy initiatives.

Education, Experience and Qualifications Required:

- Full completion of an accredited Library Technician program.
- Excellent keyboarding skills with demonstrated expertise in word processing software, ensuring efficient and accurate document creation and data entry.
- Proficiency in utilizing online resources, including effective navigation and research using the internet.
- Exceptional organizational skills.
- Strong interpersonal skills, including the ability to collaborate effectively with colleagues.
- Ability to interact effectively and compassionately with individuals experiencing mental health challenges.
- Preference will be given to candidates with previous experience working as a Library Technician.
- Must satisfactorily complete a Criminal Record Check (including Working with Children & Vulnerable Adults).
- Must hold and maintain a valid driver's license.

Wage: This is a full-time BCGEU position. The current rate of pay is \$41.73 per hour plus benefits. A standard probationary period will apply, during which the candidate's suitability for employment will be assessed.

Hours of Work: The regular hours for this position are **Week 1:** Tuesday 9am-5pm; Wednesday 9am-5pm; Thursday 12 (noon)-8pm; Friday 9am-5pm; Saturday 9am-5pm **Week 2:** Monday 9am-5pm; Tuesday 9am-5pm; Wednesday 9am-5pm; Thursday 12(noon)-8pm; Friday 9am-5pm with a 60-minute unpaid break.

Work Site Location: The successful candidate will operate out of the Cariboo Regional District 100 Mile House Library Branch located at 449 South Birch Avenue, 100 Mile House, BC. The position requires some travel throughout the Cariboo Regional District for meetings and training. Applicants must maintain a valid driver's license.

Qualified candidates wishing to apply and looking for a detailed job description please visit www.cariboord.ca/careers. Applications will be accepted until **4:00 p.m. Sunday, November 8, 2026**. Applications must be in the form of a resume with an accompanying letter detailing qualifications and experience relative to the position. ***When submitting an application via email, please quote Competition #26-26.***

We wish to thank all candidates for their interest; however, only those selected to participate in the interview process will be contacted.

Bernice Crowe, Manager of Human Resources
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www.cariboord.ca/careers

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