

The Calgary Public Library represents unlimited possibilities and inspires people of all ages to wonder, seek, discover, and share. Calgary's 20 (and growing) community libraries are community hubs that ignite learning, discussion, invention, and action and this is accomplished through the Library's commitment to:

- *be a vital part of strengthening neighbourhoods in a growing city*
- *bring the library into more people's lives by removing barriers and increasing access to information in all its forms*
- *focus on services that make a difference*
- *develop innovative and collaborative partnerships with our community to leverage collective knowledge and expertise*
- *build welcoming, inclusive and dynamic library spaces and places within the heart of our communities.*

To achieve our vision, Calgary Public Library is seeking leaders with ideas, energy, passion and commitment who can help us make a difference in the lives of Calgarians and take public library services to a new level of excellence.

The Calgary Public Library acknowledges the traditional territories and oral practices of the Blackfoot people, the Nakota people of the Stoney Nation, the Beaver people of the Tsuut'ina Nation, and the peoples of the Métis Nation of Alberta, Region Three.

Administration Assistant – Central Library

(Part Time Temporary)

Reporting to the Director, Service Design, the Administration Assistant provides responsive and efficient support to the Director, Service Design and both Directors, Service Delivery.

Successful candidates must be self-starters with strong organizational and customer service skills – with a high focus on accuracy, critical timelines and confidentiality. The role requires candidates to be comfortable with technology to help gather and analyze information, create presentation slidedecks, set up reports and project tools, collect statistics and schedule meetings.

Key Responsibilities

- Provides efficient and effective executive and administrative support service including; communications, meeting logistics and record keeping, presentations and travel.
- Prepares and summarizes information required for statistical reporting.
- Provides project administrative support.
- Organizes, maintains and updates information on Library Intranet site.
- Contributes to financial monitoring and reporting.
- Reconciles expense reports and statements.
- Maintains positive and effective working relationships with all parts of the Library.

- Works in a confidential environment.
- Demonstrates continuous individual development and growth.
- Other related duties.

Qualifications

- Completion of a high school diploma plus two (2) years' directly related recent experience
- Exceptional verbal communication skills with stakeholders of all levels.
- Strong attention to detail.
- Self-motivated and takes initiative.
- Manages several simultaneous priorities in a dynamic environment.
- Excellent time management and organizational skills.
- Advanced knowledge of Microsoft Office programs specifically Word, Power Point, Outlook and Excel.
- Strong knowledge of SharePoint, as well as technologies for virtual communication and collaboration.

Benefits

- Employee Family Assistance Program (EFAP)
- The opportunity to contribute to an award-winning library system, grow professionally and make a positive difference in the lives of Calgarians

How to apply:

If **Administration Assistant** sounds like the next chapter in your career story, take this opportunity to make a real contribution to one of Canada's leading public library systems. Please send a cover letter and resume to:

work@calgarylibrary.ca

Be sure to quote competition number “#409” in the subject line of your e-mail.

The closing date for this competition is December 31, 2018.

We thank all who apply but only those selected for an interview will be contacted. Any personal information submitted will be managed in accordance with the Freedom of Information and Protection of Privacy Act and will be used only to determine eligibility for employment. Canadian citizens and permanent residents of Canada will be given priority. Applicants must be legally eligible to work in Canada.