



**CARRIER SEKANI**  
tribal council

Suite 200-1460 6<sup>th</sup> Ave.  
Prince George, B.C.  
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## **JOB POSTING**

The CSTC is a Non-Profit Organization located on the traditional territory of the Lheidli T'enneh in Prince George BC, and is seeking a highly motivated individual to fill the role of:

### **Librarian/Archivist (one year term position)**

#### **Job Summary**

The Librarian/Archivist works to support the vision and mandate of the CSTC while meeting the information needs of the CSTC leadership, staff, and membership. Reporting to the General Manager, the Librarian/Archivist is responsible for the management of all aspects involved in the effective operation of the CSTC Library and Archives. This work includes administrative activities related to budgeting and management of staff, collections, and facilities, as well as supporting the work of the Carrier Sekani First Nations (CSFN).

Developed in 2018, the CSTC Library and Archives encompasses a collection of records, publications, gray literature, audio-visual, and cartographic materials which documents the rich history of the Carrier Sekani Tribal Council, and the Dakelh and Sekani peoples.

#### **Duties**

##### **ADMINISTRATION AND MANAGEMENT**

- Reports to the CSTC General Manager, CSTC Tribal Chief, and the Board of Directors
- Budget development and tracking
- Planning and policy development based on the needs of both collections and users
- Project planning and management
- Grant writing and management
- Contract management
- Recruitment and hiring
- Supervision and training of all staff, students, interns, and volunteers in the CSTC Library and Archives
- Facilities management including space planning, fixture and equipment purchase and maintenance, overseeing physical and virtual security of all resources, environmental monitoring and control

## PUBLIC SERVICES

- References services – in person and remotely via phone and/or email
- Bibliographic instruction and orientations to the CSTC Library
- Researcher registration & maintenance of researcher records
- Circulation of library materials
- Management of reproduction and including Traditional Knowledge and copyright considerations
- Lending and borrowing and document delivery services
- Outreach and training to community members
- Promotion and advocacy activities
- Development of partnerships with other libraries, archives and organizations
- Professional engagement in relevant associations and organizations

## TECHNICAL SERVICES

- Collections development (library and archives) including acquisitions, subscriptions, and backlog
- Management and maintenance of the organization's collection management system, CollectiveAccess, databases, and digital collections
- Cataloging of library materials and processing of archival materials to current professional standards and department policies and procedures
- Oversee and manage the Digitization Lab and digitization staff, including developing and following best practices for digitization and digital preservation
- Preservation and conservation of archival and library materials
- Computer and playback equipment maintenance and troubleshooting

## RECORDS AND INFORMATION MANAGEMENT

- Direction and advisement of records management best practices and procedures
- Creates records classification systems, applies retention and disposition, provides records management training, and oversees staff records keeping practices

### **Required Qualifications**

- Strong understanding of the Mandate, Vision and Mission of the CSTC
- Master of Archival Studies (MAS), or Master of Library and Information Science (MLIS) from an ALA accredited institution, or equivalent knowledge and work experience
- Knowledge of Indigenous Title and Rights issues in British Columbia
- Understanding of the information needs of First Nations communities including a working knowledge of relevant materials and sources specific to First Nations communities.
- Familiarity with and respect for the core values, ethics, and skill sets of librarians and archivists
- Demonstrated ability to work effectively independently or part of a team
- Ability to create a positive working environment for staff, students and volunteers
- Ability to use a Windows-based computer network
- Knowledge of records management and information governance principles and best practices

- Knowledge of digitization workflows and processes, and digital preservation practices
- Knowledge of Brian Deer Classification and cataloging standards (MARC21, RDA)
- Knowledge of archival arrangement and description practices and standards (RAD, ISAD-G)
- Experience providing reference services
- Demonstrated supervisory and administrative experience
- Experience with bibliographic instruction and training programs
- Ability to manage time and competing priorities is essential
- Strong interpersonal skills
- Successful grant and proposal writing experience

### **Desired Qualifications**

- Training and/or experience in both libraries and archives is an asset (at least one is required)
- Experience managing a library, archives, cultural or resource centre, or program in a non-profit organization
- Experience working for Indigenous governments or organizations
- Experience troubleshooting photocopiers, scanners, and audiovisual equipment

### **Conditions of Employment**

- Must be able to travel a minimal amount
- Must have access to a reliable vehicle and hold a valid driver's license
- Full-time position for one year, possibility of extension
- Must obtain and maintain clear criminal record check

The above statements are intended to describe the general nature and level of work being performed by the incumbent. They are not intended to be construed as an exhaustive list of all duties, responsibilities, and/or skills required of the incumbent.

Salary Range: \$29 to \$34.83 based on education and experience

If you are interested in this position submit a cover letter and resume by **4:30pm Friday, May 20<sup>th</sup>, 2022.**

Carrier Sekani Tribal Council  
 Attention: General Manager  
 Suite 200 1460 6th Ave, Prince George, BC V2L 3N2  
 Email: [generalmanager@cstc.bc.ca](mailto:generalmanager@cstc.bc.ca)

We thank all applicants for their interest in this position; however, only those candidates selected for an interview will be contacted.

Preference will be given to those of Aboriginal Ancestry per Section 16 of the Canadian Human Rights Act. People of Carrier Sekani descent are encouraged to apply.