



EXTERNAL JOB POSTING – November 22, 2022

LIBRARY PROGRAMMER (Competition FTE22-06)

The Cochrane Public Library is looking for a vibrant, engaged, library loving individual to work as a Library Programmer.

Job Description: The Programmer position is responsible for programming and engagement activities in the library and community, as well as providing responsive and friendly customer service, including: membership services, information and readers’ services, and various other related duties.

Education and Experience Required:

- Library Technician Diploma with some public library experience preferred and/or Early Childhood Development Diploma with programming and customer service experience, or an equivalent combination of related education and experience.
- One to two years of customer service experience, previous library experience is preferred
- Demonstrated experience and skills related to the planning and execution of large programs &/or events
- Proven ability and willingness to network, build relationships within the community, and seek opportunities for external grants and sponsorships is essential, along with an overall knowledge of the Cochrane and Rocky View County communities
- Self-motivated, with strong attention to detail and the ability to stay organized, prioritize, and manage multiple projects and demands simultaneously
- Fluency in both verbal and written English communication
- Fluency in languages other than English an asset
- Advanced technological literacy skills
- Satisfactory Vulnerable Sector Check from the Police Service
- Valid Alberta driver’s licence and Driver’s Abstract (may be required); ability to satisfy insurance requirements

Schedule: This is a full-time permanent position with 40 set hours per week, to be initially scheduled as follows:

Week 1:		Week 2:	
Sunday	OFF	Sunday	OFF
Monday	9:00am-6:00pm	Monday	9:00am-6:00pm
Tuesday	9:00am-6:00pm	Tuesday	9:00am-6:00pm
Wednesday	9:00am-6:00pm	Wednesday	OFF
Thursday	11:30am-8:30pm	Thursday	11:30am-8:30pm
Friday	9:30am-6:30pm	Friday	9:00am-6:00pm
Saturday	OFF	Saturday	9:30am-6:30pm

Start date: To be determined

Compensation: \$21.49 to \$22.78 per hour

To Apply: If you are interested in applying for this position, please contact the HR Manager via email at hr@cochranepubliclibrary.ca.

**Subject line of email should include competition # referenced above.*

Closing Date: This posting will close at 5pm on Tuesday, December 6, 2022.