

Library Technician - Permanent Full Time Position

The Halton County Law Association seeks a highly motivated and collaborative individual that will be responsible for the day-to-day operation of the law library and the Association. We are a membership-based organization of lawyers and paralegals who are dedicated to helping our members succeed. We are seeking a person who is the face of the organization within the legal community and with key partners and stakeholders.

The successful candidate's duties would include:

- A commitment to client services and professional representation of the organization
- Providing timely library reference and research services and in-person assistance with the use of the print and electronic collection
- Administrative support to the Board of Directors and various committees related to the planning of both in-person and virtual social events and continuing professional development programs
- Collection development, serials control, inter-library loans and the management of the print and electronic collection
- Managing the Association's membership, website and events through Wild Apricot software, along with managing the Association's social media platforms
- Budgeting and bookkeeping tasks using Excel and QuickBooks

Qualifications:

- Library and Information Technician Diploma from a recognized post-secondary institution
- Previous library experience would be preferable
- Excellent organizational, written and verbal communication skills, and the ability to work independently
- Proficient computer skills using Microsoft Office Suite, QuickBooks and Zoom
- Knowledge and experience in the use of CanLII, Quicklaw, Westlaw Next, VLex or Hein Online would be an asset
- Experience in membership management and/or event planning is preferable
- Ability to work in a fast-paced and changing service delivery environment
- Strong problem-solving skills and attention to detail

Please submit your resume and cover letter, **no later than May 13th** to info@haltoncountylaw.ca

We thank all applicants for their interest, however, only those selected for an interview will be contacted.