



Legislative Assembly Service

SASKATCHEWAN

If you are interested in this opportunity, please submit a cover letter and resume by 5:00 p.m. (CST) **July 6, 2025**, to:

Attention: Catherine Hana
Room #211 – 3085 Albert Street,
Regina, Saskatchewan S4S 0B1
Tel: (306) 787-0724
E-mail: careers@legassembly.sk.ca

Please quote competition 1040171 in the subject of your email.

Clearly indicate in your resumé or cover letter why you have chosen to apply for this position. Selections for interview will be based on this information.

Thank you for your expression of interest. Only candidates selected for interview will be contacted.

To learn more about the LAS, our Vision, Mission and Values, and to find further information about the position, salary and benefits, please visit

<https://www.legassembly.sk.ca/las/employment/>

Support Services Librarian (On-site, Full-time, Permanent Position)

Imagine working at the heart of Saskatchewan's democratic process, where your library expertise doesn't just serve an organization—it sustains a parliamentary institution. Based in the historic Legislative Building and Walter Scott Building in beautiful Wascana Park, this role offers the chance to grow, evolve, and contribute to something bigger. The Legislative Assembly Service (LAS) is dedicated to enhancing parliamentary democracy by providing impartial, non-partisan support to the Legislative Assembly. Our mission is to foster a transparent, participatory democracy, with a team committed to supporting the institution of Parliament for the people of Saskatchewan

The Legislative Library plays a vital role in this mandate by developing and maintaining the legislative and research collection, and ensuring its present and future accessibility to parliamentarians, the public service, and the people of Saskatchewan. The Library's Support Services Branch acquires, catalogues, processes, and maintains the physical and electronic holdings of the Library and works in collaboration with Reference and Circulation teams to provide the collections and services required by the Library's clients.

Reporting to the Director of Support Services, the Support Services Librarian plays a key role in fulfilling branch functions.

What You'll Do:

- Supports the administration of the library catalogue system and digital repository, and contributes to cataloguing, classification, metadata, and copyright policy development.
- Promotes and manages the Saskatchewan Government Publications Deposit Program through outreach, inquiry handling, data analysis, research, and policy development.
- Oversees the Library's serials collection, including acquisitions, renewals, issue resolution, and communication of updates to staff.
- Conducts research and develops policies and initiatives related to collection management, including preservation, digitization, disaster preparedness, and subject area development.
- Provides administrative and decision-making support to the Library Collection Management Advisory Committee, including meeting coordination and documentation.
- Participates in internal and external committees, collaborates on projects, communicates library programs and services to stakeholders.

What You Bring:

- Master of Library Science (MLS) / Master of Library and Information Studies (MLIS) from an American Library Association (ALA) or equivalent accredited program.
- Knowledge of librarianship principles and practices, including cataloguing, collection development, serials management (print and electronic), and use of library software and collection management systems including the understanding of electronic repositories and the Legislative Library's role as the official repository for Saskatchewan government publications under *The Legislative Assembly Act*.
- Familiarity with government organization, parliamentary process, and the lifecycle of government and legislative publications, including their creation, dissemination, and access.
- Knowledge of the Legislative Library's mandate, programs, and services, as well as advanced collection development concepts related to heritage materials, including rarity, cultural significance, and research value.

All employees of the Legislative Assembly Service are required to provide non-partisan, confidential service to all Members of the Legislative Assembly.