



Legislative Assembly Service of Saskatchewan

If you are interested in this opportunity, please submit a cover letter, and resume by 5:00 p.m. (CST) **December 29, 2023**, to:

Director of Reference Services
Attention: Leslie Polsom
Room 234 - 2405 Legislative Drive
Regina, Saskatchewan
S4S 0B3
Tel: (306) 787-1824
E-mail: careers@legassembly.sk.ca

**Please quote competition
1004717 in the subject of your
email.**

Clearly indicate in your resume or cover letter where and how you have gained the required knowledge and qualifications. Selections for interviews will be based on this information.

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

Legislative Library Reference Librarian, (Term Full-Time, Onsite)

The Legislative Assembly Service of Saskatchewan (LAS) exists to support and enhance parliamentary democracy and the Legislative Assembly for the benefit of the people of Saskatchewan. The mandate of the Legislative Library is to deliver confidential, non-partisan information services to Members of the Legislative Assembly, develop and maintain the legislative and research collection, including responsibility as official repository of Saskatchewan government publications, and ensure the collection's present and future accessibility to parliamentarians, the public service, and the people of Saskatchewan.

The Saskatchewan Legislative Library invites applications for the position of Reference Librarian. Reporting to the Director of Reference Services, the successful candidate will provide research and information services and work as a member of the library team to provide access to the library's diverse services and collections.

This is a term position with the possibility of transitioning into a permanent role based on performance and organizational needs.

Primary responsibilities include:

- Conducting research and providing information in response to requests from clients. This includes determining the research needs of clients and providing guidance on research processes.
- Participating in outreach activities including conducting tours and library orientation sessions.
- Researching, writing, and compiling bibliographies, research guides, and articles, for publication.
- Reviewing and developing specific subject areas of the library collection, researching decision items, and participating as part of the Library Collection Management Advisory Committee.
- Providing analysis and recommendations on policies and trends affecting library services.

To qualify for this position, the successful candidate must have a Master of Library Science (MLS) / Master of Library and Information Studies (MLIS) from an American Library Association (ALA) or equivalent accredited program. Assets would include knowledge of Saskatchewan politics, history, and government; knowledge of legal process, publications, and research methodology; and proficiency with the French language.

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

To learn more about the LAS, our vision, mission and values, and to find further information about the position, salary and benefits, please visit www.legassembly.sk.ca/about/employment/.