



Library & Information Technician

The C.D. Howe Institute, Canada's leading independent, non-partisan public policy research Institute, is presently recruiting for a **part-time Library Technician** to assist in the running of the library. The candidate will support a wide variety of complex or specialized administrative office duties. A minimum of 15 hours a week with additional hours as required.

Duties may include, but are not limited to, the following:

- Responsible for the fulfillment of information requests from all staff.
- Organize and catalogue library materials with an emphasis on electronic resources.
- Prepare journals, books and other media for circulation.
- Manage the information services budget and produce monthly reports.
- Renew subscriptions for periodicals and evaluate current renewal options (EBSCO).
- Process invoices.
- Review records and retention schedules annually and update if necessary.
- Advise staff on retention periods, storage options and costs.
- Follow up on library materials ordered; process relevant paper work.
- Obtain and distribute materials to and from other libraries.
- Identify and verify relevant bibliographic data.
- Draft and type routine correspondence; enter and retrieve data and prepare reports.

Qualifications:

- Library and Information Technician Diploma or equivalent.
- Minimum 2-3 years experience in a special library.
- Economics/finance/investment knowledge an asset.
- Knowledge of government publications and sources of information desirable.
- Proficiency in performing database searches.
- Proficiency in MS Office applications (Word, Excel, PowerPoint, Access, Outlook) Excellent communication skills (oral and written), strong interpersonal skills.
- Experience searching CANSIM data and other statistical information an asset.
- Experience in building and maintaining INMAGIC textbases.
- Proven ability to work independently, self-motivated, flexible and adaptable.

Salary commensurate with experience.

To be considered for this opportunity, submit your cover letter, CV and salary expectation in confidence by August 18, 2006 to Personnel Manager at personnel@cdhowe.org or C.D. Howe Institute, 67 Yonge Street, Suite 300, Toronto, Ontario M5E 1J8 fax 416-865-1866.

Please visit our website at www.cdhowe.org.

No telephone calls, please. We thank all applicants for their interest; however, only candidates selected for interviews will be contacted.