

THE COCHRANE PUBLIC LIBRARY BOARD

Employment Opportunity

Collection Services Technician

(Temporary Contract – 12months)

The Cochrane Public Library Board is accepting applications for the position of Collection Services Technician (Temporary Contract- 12 months). Reporting to the Chief Executive Officer of the Cochrane Public Library, the successful applicant will provide front-line circulation services, cataloging functions of library material, interlibrary loan services, technical services and computer assistance, and exceptional customer services.

Educational and Experience Requirements:

- Post Secondary Library Technician Diploma, or equivalent. (ex. related Post Secondary Diploma, OLS Excel Certificate or equivalent).
- Grade 12 or equivalent.
- Two (2) years prior library experience.

This position requires a high and positive energy level, computer usage, sitting, standing, bending, and some lifting. Working conditions are conducted in a library environment with exposure to public interaction, questions, and concerns.

Normal hours of work are 25-30 hours per week; scheduled hours include evenings and weekends.

A complete job description is available at the Cochrane Public Library, 178 Fourth Avenue, Cochrane, Ontario, during normal office hours. Or on the website at: www.cochranepubliclibrary.com

Applications may be hand delivered to the library, mailed, or emailed to the contact information indicated below. Please include your resume and a cover letter.

All applications must be received no later than 5:00 p.m., Tuesday, December 30, 2025. We thank all applicants for their interest, however, only those selected for an interview will be contacted.

Cochrane Public Library
Attn: Jessica Horne, CEO
178 Fourth Avenue
Cochrane, ON POL 1CO
Email: library@cochraneontario.com
Telephone: 705-272-4178 Ext. 28