



Prince Rupert Public Library

101 6th Ave. West, Prince Rupert, BC V8J 1Y9

250-627-1345

www.princerupertlibrary.ca

Wap Liitsx - House of Reading

Position: Summer Technical Assistant - Temporary Part-Time
21 to 30hrs/week, May 2026 - August 2026
\$36.93 per hour
This is a CUPE Local 105-01 Bargaining Unit Position

Date of Notice: March 12, 2026

Job Summary:

The Prince Rupert Library seeks a Summer Technical Assistant to aid in the development of IT related special projects. Primarily, the Summer Technical Assistant will work on the ingestion of the Prince Rupert Daily News Archive, *Turning the Pages*, as well as other related technology support tasks.

Duties and Responsibilities:

Digital Archive Quality Control and Preservation (primary focus)

- Review digitized newspaper scan batches for image quality, resolution, correct page sequencing, completeness, and standardized file naming
- Identify and document scan defects, missing pages, and OCR failures; prepare issue logs for re-digitization or manual correction
- Stage verified batches for ingest into the library's digital preservation system, following established file structure and metadata standards
- Maintain QC checklists and intake records for each newspaper run

IT Asset Management

- Conduct physical audit of server room and network closet equipment against the inventory system
- Apply asset tags to untagged hardware; update inventory records with serial numbers, physical location, condition, and warranty status
- Document previously unrecorded hardware and peripheral equipment

Requirements:

- Minimum two years post secondary education in an IT related field
- Good interpersonal and communication skills both written and oral
- Detail oriented with ability to work independently
- Must be enrolled in an educational institution or taking a temporary break between semesters

Software Skills:

- Maintain and expand the library's digital repository systems, in particular the *Turning the Pages* newspaper archive. Familiarity with Islandora an asset
- Comfortable with both Windows and various Linux Distributions for workstations
- Experience or ability to learn how to work with server side programs: Apache, email servers, Islandora, Virtual Machines, etc.
- Experience with content management systems, preferably Drupal
- Experience in web design and related technologies such as HTML
- Experience or ability to learn Unix skills and Evergreen ILS software which includes local system administrator responsibilities
- Experience with Shell scripting an asset

Hardware Skills:

- Identify specific problems of malfunctioning machines and suggest plan of action
- Prioritize specific solutions

The Prince Rupert Library is committed to Truth and Reconciliation initiatives in every aspect of its service, and recognizes that we operate on the traditional and unceded territory of the Ts'msyen people. We strongly encourage individuals of Indigenous descent to apply.

Submit cover letter and resume or CV to:

Mercedes Taylor

Library Director

mercedes@princerupertlibrary.ca

Closing Date:

This position will remain advertised until filled.