



INVITES APPLICATIONS FOR THE FOLLOWING POSITION

Position:	Library Specialist
Location:	Cranberry Portage Elementary School
Start Date:	As soon as possible
Hours/Days/Months:	3.625 Hours/Day, 5 Days/Week
Term of Employment:	Term to January 10, 2025 (with possibility of extension)
Salary:	\$18.70/hour to \$26.71 /hour (dependent on education)
Unionized/Non-Unionized:	Unionized
Application Deadline:	Open Until Filled

Reporting to the Principal, and under the general direction of the Library Coordinator, the Library Specialist supports literacy development by creating an organized, friendly, and efficient library environment for teachers, students, and community members.

QUALIFICATIONS:

- Grade 12 and Library Training Certificate or Grade 12 and enrollment in the Library Training program through Distance Education at Red River College Polytechnic. (**Salary is pro-rated and determined by the number of courses completed in the program**)
- Previous library experience is an asset, though not required.
- Excellent interpersonal, verbal and written communication skills.
- Excellent time management skills.
- Proficiency in a variety of computer applications in a network environment
- Ability to work independently and with minimal supervision.
- Ability to work well with teachers, students, administration, and public.
- Ability to lift (up to 30 kg) boxes of books and maneuver book trucks full of resources.

DUTIES AND RESPONSIBILITIES:

- Creates and presents special library programs such as library classes, story times, book talks, library and research skills, information literacy programs etc.
- Manages and spends the library budget in a timely manner; purchases library resources to support curriculum needs, teacher resources and extra-curricular reading
- Circulates and maintains library collection (books, kits, DVDs, etc.)
- Helps to maintain the Public Access Catalogue (PAC)
- Instructs library patrons on how to use the PAC as well as external information sources
- Receives catalogued and processed library materials from Library Services
- Receives and processes periodicals and library resources from suppliers including affixing call numbers and barcodes, and updating records in PAC
- Performs annual inventory resource and AV inventories
- Promotes library resources through bulletin board displays (changed monthly), new arrival displays and book fairs
- Performs other duties as assigned.

Applications must include a cover letter, current resume and a list of three professional references including contact numbers. Consent to contact references is also required.

*Thank you for your interest; however, only applicants selected for an interview will be contacted.
By applying, you consent to the Division contacting your references. As a condition of employment, the successful candidate will be required to submit a clear Criminal Record Check (including Vulnerable Sector Check) and Child Abuse Registry Check, at their own expense. Further information is available at www.fsdnet.ca
Reasonable accommodations are available for persons with disabilities on request.*

Forward application package to:
Ms. Dodie Johnston, Principal
Cranberry Portage Elementary School
Cranberry Portage, MB R0B 0H0
Fax: (204) 472-3622
Email: Dodie.Johnston@fsdnet.ca
Posting date: November 21, 2024

