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## INVITES APPLICATIONS FOR THE FOLLOWING POSITION

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| <b>Position:</b>                | <b>Library Specialist</b>                                  |
| <b>Location:</b>                | Grand Rapids School  |
| <b>Start Date:</b>              | As soon as possible  |
| <b>Hours/Days/Months:</b>       | 7.25 hours/day, 5 days/week, 10 months/year                |
| <b>Term of Employment:</b>      | Permanent  |
| <b>Salary:</b>                  | \$19.22/hour to \$27.45/hour (dependent on qualifications) |
| <b>Unionized/Non-Unionized:</b> | Non-Unionized  |
| <b>Application Deadline:</b>    | <b>Wednesday, September 10, 2025</b>                       |

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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:

- Library Training Certificate or willingness to enroll in the Library Training program through Distance Education at Red River College Polytechnic
- 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](http://www.fsdnet.ca)  
Reasonable accommodations are available for persons with disabilities on request.*

Forward application package to:  
Charlotte Campbell, Principal  
Grand Rapids School  
Grand Rapids, MB R0C 1E0  
Fax: (204) 639-2605  
Email: [Charlotte.Campbell@fsdnet.ca](mailto:Charlotte.Campbell@fsdnet.ca)

