

Position Advertisement

POSITION

Job Title: **Library Technician**
Job Advertisement #: 2024EDT023
Type of Position: Support
Job Type: Full Time – 7 hours per day
Contract: 10.5 Month; Continued
Location: École Discovery Trails
Salary: \$19.00 – \$23.10/hour
Start Date: As soon as possible
Closing Date: Application review will begin May 1, 2024 and continue until a suitable candidate is found.

An eligibility list may be created for similar positions and will remain in effect for 3 months.

DESCRIPTION

Learning Resource Centre (LRC/Library) personnel within the Western School Division are committed to providing students and staff with quality service and learning resources. Our mandate is to promote and encourage literacy among students within a positive learning environment.

École Discovery Trails is looking for a candidate with relevant experience and training who is eager to expand their experience in the education environment with the Western School Division. This position will report to the principal.

Duties will include but are not limited to: organization and administration of the LRC, short-term and long-term planning, collection development, acquisitions, cataloguing, procedures, promotions, and inventory/circulation reports. The incumbent's duties will also include managing book circulation, shelving, and book processing. Reference support to students (and staff) including teaching search strategies, database use, eBooks, etc., will be the responsibility of the incumbent as well.

The successful candidate must have experience in the above-noted functions as well as demonstrate excellent interpersonal skills, verbal and written communication skills, and a passion for literacy and working with children. Completion of a post-secondary training program in library science and information technology from a recognized educational institution is required, and preference will be given to candidates with a Library Technician Diploma and library experience. The ability to read, write, and speak in French is considered a strong asset for this position, in this dual-track school.

The position of Learning Resource Centre Technician has a work schedule that follows the school year calendar. Therefore this is a seasonal position, functioning from September through June, with periods of layoff.

A condition of employment with the Western School Division is a satisfactory Criminal Record Check, Vulnerable Sector Search, Child Abuse Registry Check and an agreement by the applicant to disclose criminal record and/or Abuse Registry record information to the Division. The successful candidate will be responsible for any service charges incurred. Persons must present this information prior to their first day of work.

The Western School Division is committed to providing an inclusive and barrier-free work environment to all applicants starting with the hiring process. Should you be contacted for the interview, please advise the Division if any restrictions require accommodation. All information received regarding the accommodation will be kept confidential.

HOW TO APPLY

The interested candidates are required to submit their resumes, including a cover letter and the WSD employment application form, and clearly identify how their experience corresponds with the job requirements. Please visit our website at www.westernsd.mb.ca and complete the [Employment Application Form – Non-Teaching](#) and submit to:

Western School Division
Attn.: Human Resources, Job Advertisement #2024EDT023
Unit 4-75 Thornhill Street
Morden, Manitoba R6M 1P2
Fax: 204.822.4262
Email: hr@westernsd.mb.ca

Additional information about the Division and its schools is available online at www.westernsd.mb.ca, Schools tab.

We thank all for applying but only those selected for further consideration will be contacted.