



Newfoundland & Labrador  
**Public Libraries**

**Internal Employment Opportunity**

**Library Assistant**

**Labrador City & Wabush Public Libraries, West Newfoundland and Labrador Division, NL**

**Competition Details**

Referral Number	PILRB-LA-24-13
Employment type	Temporary, until August 30, 2024
Closing Date:	May 23, 2024
Salary (scale)	CG 22: \$21.62 - \$23.72 per hour
No. of Hours	17.5 hours per week (5.5 hours per week at the Labrador City Public Library, 12 hours per week at the Wabush Public Library)

**Position Details**

Context	<a href="https://nlpl.ca/about.html">https://nlpl.ca/about.html</a>
Duties	<p>Library Assistants/Technicians have a passion for libraries, books and reading. They are committed to learning and literacy, are community-minded, and enjoy helping patrons of all ages. They use their creativity and initiative to develop, deliver and promote library programs such as story time for children and book clubs for adults. They are organized in day-to-day tasks and take pride in making the public library an attractive and welcoming space for everyone.</p> <p>Reporting to the Library Technician IIA, this position acts as library assistant supporting the operation of the Labrador City and Wabush Public Libraries. This position interacts directly with the public and is responsible for: general circulation duties involving the automated library circulation system; assisting patrons with materials requests in various formats and with online resources; preparing and conducting children and adult programs; scheduling class and public visits and orientating them to the library; preparing posters and displays in liaison with supervisors; shelving books and periodicals; and other related work.</p> <p><b>This position requires day, evening and weekend work.</b></p>

**Merit Criteria**

Screening Criteria	<ol style="list-style-type: none"><li>1. Completion of a high school diploma or equivalent</li><li>2. Completion of some post-secondary education (preferred)</li><li>3. Experience in customer service or community volunteer work</li><li>4. Experience in computer applications</li><li>5. Experience in using the internet and digital information sources</li><li>6. Experience planning and conducting programs for all ages (asset)</li><li>7. Experience with merchandising and promotion (asset)</li><li>8. Experience in administrative or clerical work (asset)</li></ol>
Assessment Criteria	<ol style="list-style-type: none"><li>1. Knowledge of computers, computer applications and digital information sources</li><li>2. Knowledge of public library services, programs, and collections</li><li>3. Ability to communicate effectively</li><li>4. Ability to organize time and tasks</li><li>5. Ability to problem solve</li><li>6. Customer service and interpersonal skills</li><li>7. Community engagement</li><li>8. Ability to work independently</li><li>9. Relationship building</li><li>10. Professionalism</li></ol>

# Conditions of Employment

## Conditions of Offer

### Conditions of Acceptance

1. Recent and satisfactory Criminal Records and Vulnerable Sector Checks.
2. A valid Emergency First aid Certificate. Can be obtained either prior to, or during employment.

<b>Applicant Information</b>	<p>For more information about this opportunity, please call: Natasha Wells at (709) 634-0020 or via email at <a href="mailto:nwells@nlpl.ca">nwells@nlpl.ca</a></p> <ul style="list-style-type: none"><li>• Newfoundland and Labrador Public Libraries values diversity in the workplace and is an equal opportunity employer.</li><li>• Disability related accommodations and alternate formats are available upon request at any stage of the recruitment process by contacting the Selection Board Chair.</li><li>• Newfoundland and Labrador Public Libraries requires all applicants to be legal eligible to work in Canada without sponsorship.</li><li>• Applications must be received on or before the closing date stated for this job posting.</li><li>• Applications that do not clearly demonstrate the required criteria will be screened out.</li><li>• All information submitted as part of this application must be factual, complete and current to date of submission.</li><li>• This competition may be used to fill future similar vacancies with Newfoundland and Labrador Public Libraries.</li></ul>
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## How to Apply

Applications, quoting Competition Number PILRB-LA-24-13, should be submitted:

<b>By Mail</b>	Selection Board Chair Newfoundland and Labrador Public Libraries 48 St. George's Avenue Stephenville, NL A2N 1K9
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<b>By Fax</b>	(709) 643-0933
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<b>By Email</b>	<a href="mailto:jobs@nlpl.ca">jobs@nlpl.ca</a>
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For more information about this opportunity, please call: Natasha Wells at (709) 634-0020 or via email at [nwells@nlpl.ca](mailto:nwells@nlpl.ca)

This competition is open to **employees of the Public Service** including those on lay-off status, but does not include students.

05/08/24