



Newfoundland & Labrador
Public Libraries

External Employment Opportunity

LAN Administrator

**Information Technology and Information Management Division,
Stephenville/Corner Brook, NL**

Competition Details

Referral Number	PILRB-LAN-23-64
Employment type	Permanent
Position Group	Bargaining
Location	To be determined based upon the preference of the successful incumbent
Closing Date:	April 8, 2024
Salary (scale)	CG 36: \$62,262.20 - \$69,487.60 per annum
No. of Hours	35 regular hours per week

Position Details

Context	https://nlpl.ca/about.html
Duties	Reporting to the Director of Information Technology and Information Management, this position is responsible for advanced technical work in the administration of local and wide area networks for Newfoundland and Labrador Public Libraries. Responsibilities include but are not limited to: designing and installing local and wide area networks, performing network administration and maintenance of local and wide area networks for two administration offices, as well as 24 libraries located in western Newfoundland and 5 libraries located in Labrador. Assists the Director in setting and monitoring the day-to-day priorities. This position requires independence and initiative and is reviewed in terms of overall performance.

Merit Criteria

Screening Criteria	<ol style="list-style-type: none">1. Completion of a degree or diploma in Computer Science/Studies (equivalencies will be considered)2. Experience working in IT infrastructure management and support3. Experience in a multi-platform systems environment4. Experience with workload management (asset)
Assessment Criteria	<ol style="list-style-type: none">1. Knowledge of operating systems, server-based applications, communications technology and network management.2. Knowledge of programming and database management

3. Organization, analytical and problem-solving skills
 4. Communication and planning skills
 5. Ability to work independently and as part of a team
 6. Professionalism
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Conditions of Employment

- Conditions of Offer**
1. Recent and satisfactory Criminal Records Check
 2. Valid class 05 driver's license and clear driving abstract

- Conditions of Acceptance**
1. Overtime (occasional)
 2. Overnight travel (occasional)

Applicant Information For more information about this opportunity, please call: Keith Sweetland at (709) 737-6456 or via email at ksweetland@nlpl.ca

- Newfoundland and Labrador Public Libraries values diversity in the workplace and is an equal opportunity employer.
- This competition is open to [Internal Applicants](#) AND other persons legally entitled to work in Canada.
- It is the responsibility of the applicant to submit an application that clearly demonstrates the screening criteria.
- Applications must be received on or before the closing date stated for this job posting.
- It is the responsibility of the applicant to submit an application that demonstrates the required merit criteria.
- Applicants will not be contacted to resolve incomplete, unclear or contradictory information.
- All applications must contain accurate contact information, including current mailing address, email address and phone number.
- All information submitted as part of this application must be factual, complete and current to date of submission.
- This competition may be used to fill future similar vacancies with Newfoundland and Labrador Public Libraries.

How to Apply

Applications, quoting Competition Number PILRB-LAN-23-64, should be submitted:

By Mail Ms. Donita Hann, Selection Board Chair
Newfoundland and Labrador Public Libraries
48 St. George's Avenue
Stephenville, NL
A2N 1K9

By Fax (709) 643-0933

By Email jobs@nlpl.ca

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