



Newfoundland & Labrador
Public Libraries

Internal Employment Opportunity

Library Technician I

A.C. Hunter Public Library, Provincial Resource Library Division

Competition Details

Referral Number	PILRB-LTI-24-03
Employment type	Permanent
Closing Date	April 18, 2024
Salary (scale)	CG 24: \$41,605.20 - \$45,827.60 per annum
No of Hours	35 regular hours per week

Position Details

Context	https://nlpl.ca/about.html
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>This position is responsible for library technical work at the A. C. Hunter Public Library. The position involves a wide variety of library related tasks: responsibility for the selection and delivery of materials for the Home Reader Service; promoting the library through outreach & programming; general circulation duties involving the Horizon Automated Library System; and performing other related work. The position also provides relief duty at the Children’s Library and St. John’s Library Branches.</p>

Merit Criteria

Screening Criteria	<ol style="list-style-type: none">1. Completion of a high school diploma or equivalent2. Completion of some post-secondary education (preferred)3. Experience in computer applications4. Experience in Customer service5. Experience working in a public library (preferred)
Assessment Criteria	<ol style="list-style-type: none">1. Knowledge of computers, computer applications and digital information sources2. Ability to communicate effectively3. Ability to organize time and tasks4. Ability to problem solve5. Customer service and interpersonal skills6. Ability to work independently and as part of a team7. Professionalism

Conditions of Employment

Conditions of Offer	<ol style="list-style-type: none">1. Recent and satisfactory Criminal Records Check, including a Vulnerable Sector Check.2. A valid Emergency First Aid Certificate. Can be obtained either prior to, or during employment.3. A valid driver's License and a clear Driver's Abstract.
Conditions of Acceptance	
Applicant Information	For more information about this opportunity, please call: Susan Prior at (709) 737-3418.

- Newfoundland and Labrador Public Libraries values diversity in the workplace and is an equal opportunity employer.
- Disability related accommodations and alternate formats are available upon request at any stage of the recruitment process by contacting the Selection Board Chair.
- Preference will be given to applicants who are a Canadian citizen or permanent resident of Canada or those who are legally entitled to work in Canada.
- 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.
- Applications that do not clearly demonstrate the required criteria will be screened out.
- 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-LTI-24-03 should be submitted:

By Mail 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

For more information about this opportunity, please call: Susan Prior at (709) 737-3418 or via email at sprior@nlpl.ca.

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

04/04/24