

External Employment Opportunity

Library Assistant

Harmsworth Public Library, Central Division, NL

Competition Details

Referral Number	PILRB-LA-24-07
Employment type	Permanent, Part-Time
Closing Date	May 9, 2024
Salary (scale)	CG 22: \$21.62 – \$23.72 per hour
No. of Hours	12 regular hours per week
This position requires Day, Evening and Weekend work.	

Position Details

Context	https://nlpl.ca/about.html
Duties	This position reports to the Library Technician III and acts as library assistant supporting the operation of the Harmsworth Public Library. There is responsibility for: general circulation duties involving the automated library circulation system; assistance to 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 related work.

Merit Criteria

Screening Criteria	<ol style="list-style-type: none">1. Completion of a high school diploma is required (equivalencies may be considered)2. Completion of some post-secondary education (preferred)3. Experience in library technical work including programming4. Experience in computer application and internet information sources5. Experience in a public library environment (asset)6. Knowledge of Horizon circulation system (asset)
Assessment Criteria	<ol style="list-style-type: none">1. Knowledge of computer applications. Internet information sources and Horizon circulation system2. Knowledge of public library services and programs3. Knowledge of public library collections4. Ability to manage time and tasks5. Ability to problem solve

6. Ability to communicate effectively (written and verbal)
 7. Customer service and interpersonal skills
 8. Professionalism
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Conditions of Employment

- Conditions of Offer**
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.
- Applicant Information**
- For more information about this opportunity, please call: Tina Murphy at (709) 651-5351 or via email at tmurphy@nlpl.ca
- 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.
 - Newfoundland and Labrador Public Libraries requires all applicants to be legally eligible to work in Canada without sponsorship.
 - 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.
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How to Apply

Applications, quoting Competition Number PILRB-LA-24-07, 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: Tina Murphy at (709) 651-5351 or via email at tmurphy@nlpl.ca

04/25/24