



Newfoundland & Labrador
Public Libraries

External Employment Opportunity

Information Management Technician I

Stephenville, Information Management Division

Competition Details

Referral Number	PILRB-IMTI-22-35
Employment type	Permanent
Closing Date:	September 19, 2022
Salary (scale)	CG 23: \$37,837.80 - \$41,568.80 per annum
No. of Hours	35 hours per week

Position Details

Context	https://nlpl.ca/about.html
Duties	Reporting to the Director of Information Management, this position performs general clerical work which involves well-defined procedures and techniques in support of the Information Management at the Newfoundland and Labrador Public Libraries Board. This position is responsible for assisting staff in the development and implementation of an information management plan including; conducting records inventories, providing advice on policy and process, and participating in a maintenance plan for information management at Newfoundland and Labrador Public Libraries.

Merit Criteria

Screening Criteria	<ol style="list-style-type: none">1. Diploma in Business or Office Administration, including courses in Information Management and/or a Diploma in Records & Information Management (equivalencies may be considered)2. Experience with records and information management practices and procedures (asset)3. Experience using records and information management software (asset)4. Experience in administration or clerical work (asset)
Assessment Criteria	<ol style="list-style-type: none">1. Knowledge of Information Management2. Knowledge of Information Management best practices3. Knowledge of the legislation governing Information Management and Protection4. Experience in computers and computer applications5. Ability to communicate effectively6. Ability to manage time and task7. Ability to establish and maintain effective Interpersonal relations

Conditions of Employment

Conditions of Offer	<ol style="list-style-type: none">1. Recent and satisfactory Criminal Records Check.
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Conditions of Acceptance Applicant Information

- For more information about this opportunity, please call: Keith Sweetland at (709) 737-6456 or via email at ksweetland@nlpl.ca
- Acknowledgment of the requirement for manual dexterity sufficient to handle fragile items.
 - 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.
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How to Apply

Applications, quoting Competition Number PILRB-IMTI-22-35 should be submitted:

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

By Fax (709) 643-0933

By Email jobs@nlpl.ca

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09/02/22