



Newfoundland & Labrador  
**Public Libraries**

**External Employment Opportunity**

**LAN Administrator**

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

**Competition Details**

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

**Position Details**

<b>Context</b>	<a href="https://nlpl.ca/about.html">https://nlpl.ca/about.html</a>
<b>Duties</b>	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**

<b>Screening Criteria</b>	<ol style="list-style-type: none"><li>1. Completion of a degree or diploma in Computer Science/Studies (equivalencies will be considered)</li><li>2. Experience working in IT infrastructure management and support</li><li>3. Experience in a multi-platform systems environment</li><li>4. Experience with workload management (asset)</li></ol>
<b>Assessment Criteria</b>	<ol style="list-style-type: none"><li>1. Knowledge of operating systems, server-based applications, communications technology and network management.</li><li>2. Knowledge of programming and database management</li></ol>

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](mailto: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.

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## 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](mailto:jobs@nlpl.ca)

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03/22/24