



Newfoundland & Labrador
Public Libraries

Internal Employment Opportunity

Library Technician IIA

Labrador City Public Library, Western Division, NL

Competition Details

Referral Number	PILRB-LTIIA-23-65
Employment type	Temporary until August 30, 2024 (possibility of extension)
Closing Date	April 12, 2024
Salary (scale)	CG 25: \$43,279.60 - \$47,665.80 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 the overall daily management of the Labrador City Public library. There is responsibility for; supervising branch staff, organizing the day-to-day operations of the library; routine administrative duties; circulation duties; assisting in maintaining the collection; assisting patrons; preparing and conducting library programs, publicity for the branch, and other related work</p> <p>This Position Requires Day, Evening and Weekend Work.</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 working in a public library (asset)4. Experience supervising staff5. Experience in planning and conducting programs for all ages6. Experience in using computer applications, the internet and digital information sources7. Experience with merchandising and promotion (asset)8. Experience in administrative or clerical work (asset)
Assessment Criteria	<ol style="list-style-type: none">1. Knowledge of computers, computer applications and digital information sources2. Knowledge of public library services, programs, and collections3. Knowledge of library policies and procedures4. Ability to communicate effectively5. Ability to lead and collaborate6. Organizational skills7. Decision making skills8. Commitment to service delivery excellence9. Self motivation and initiative10. Team and relationship building

Conditions of Employment

Conditions of Offer	<ol style="list-style-type: none">1. Recent and satisfactory Criminal Records Check, including a Vulnerable Sector Check.
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- 2. A valid Emergency First Aid Certificate. Can be obtained either prior to, or during employment.

Conditions of Acceptance

- Applicant Information** For more information about this opportunity, please call: Natasha Wells at (709) 634-0020
- 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-LTIIA-23-65, should be submitted:

By Mail Ms. Natasha Wells, Selection Board Chair
Newfoundland and Labrador Public Libraries
Western Division
4 West Street
Corner Brook, NL
A2H 0C1

By Fax (709) 643-0933

By Email jobs@nlpl.ca

For more information about this opportunity, please call: Natasha Wells at (709) 634-0020 or via email at nwells@nlpl.ca.

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

03/28/24