



Newfoundland & Labrador  
**Public Libraries**

**Internal Employment Opportunity**

**Library Technician IIA**

**Placentia Public Library, Eastern Division, NL**

**Competition Details**

Referral Number	PILRB-LTIIA-24-08
Employment type	Temporary until May 6, 2025 (possibility of extension)
Closing Date	May 9, 2024
Salary (scale)	CG 25: \$23.78 - \$26.19 per annum
No of Hours	25 regular hours per week

**Position Details**

Context	<a href="https://nlpl.ca/about.html">https://nlpl.ca/about.html</a>
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 Placentia 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><b>This Position Requires Day, Evening and Weekend Work.</b></p>

**Merit Criteria**

Screening Criteria	<ol style="list-style-type: none"><li>1. Completion of a high school diploma or equivalent</li><li>2. Completion of some post-secondary education (preferred)</li><li>3. Experience working in a public library (asset)</li><li>4. Experience supervising staff</li><li>5. Experience in planning and conducting programs for all ages</li><li>6. Experience in using computer applications, the internet and digital information sources</li><li>7. Experience with merchandising and promotion (asset)</li><li>8. Experience in administrative or clerical work (asset)</li></ol>
Assessment Criteria	<ol style="list-style-type: none"><li>1. Knowledge of computers, computer applications and digital information sources</li><li>2. Knowledge of public library services, programs, and collections</li><li>3. Knowledge of library policies and procedures</li><li>4. Ability to communicate effectively</li><li>5. Ability to lead and collaborate</li><li>6. Organizational skills</li><li>7. Decision making skills</li><li>8. Commitment to service delivery excellence</li><li>9. Self motivation and initiative</li><li>10. Team and relationship building</li></ol>

**Conditions of Employment**

Conditions of Offer	<ol style="list-style-type: none"><li>1. Recent and satisfactory Criminal Records Check, including a Vulnerable Sector Check.</li></ol>
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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: Sarah Bartlett at (709) 737-3508
- 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-LTIIA-24-08, 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](mailto:jobs@nlpl.ca)

For more information about this opportunity, please call: Sarah Bartlett at (709) 737-3508 or via email at [sbartlett@nlpl.ca](mailto:sbartlett@nlpl.ca).

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