



Newfoundland & Labrador  
**Public Libraries**

**Public Employment Opportunity**

**Library Assistant/Library Technician Casual Call-In Eligibility List**

**Clarenville Public Library, Eastern Division**

## Competition Details

<b>Referral Number</b>	PILRB-ESUB-24-53
<b>Employment type</b>	Casual Call-In Eligibility List
<b>Closing Date:</b>	November 15, 2024
<b>Salary (scale)</b>	CG 22 – CG 24: \$21.62 - \$25.18 per hour
<b>No. of Hours</b>	<b>This is casual, on-call work which requires being available for work on short notice. Will be required to work day, evening and weekend shifts.</b>

## Position Details

**Context** <https://nlpl.ca/about.html>

**Duties** 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.

This position requires the incumbent to work closely with the public performing library technical work involving: registering new borrowers, circulating library materials; maintaining library collections; organizing, promoting and conducting library programs; assisting patrons with using print and electronic resources; completing routine administrative duties; and performing other related work.

## Merit Criteria

<b>Screening Criteria</b>	<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 in customer service or community volunteer work</li><li>4. Experience in computer applications</li><li>5. Experience in using the Internet and digital information sources</li><li>6. Experience in planning and conducting programs for all ages (asset)</li><li>7. Experience with merchandising and promotion (asset)</li><li>8. Experience in administration or clerical work (asset)</li></ol>
<b>Assessment Criteria</b>	<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. Ability to communicate effectively</li><li>4. Ability to organize time and tasks</li><li>5. Ability to problem solve</li><li>6. Customer service and interpersonal skills</li><li>7. Community engagement</li><li>8. Ability to work independently</li><li>9. Teamwork</li><li>10. Professionalism</li></ol>

## Conditions of Employment

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

1. Work regularly requires sitting, standing and walking with occasional bending, kneeling, crouching and stretching
2. Work regularly requires fine finger and precision work
3. Position requires regular lifting of boxes and library materials up to 25 lbs.

**Applicant Information** For more information about this opportunity, please call: Mr. Andrew Lockhart at (709) 737-3508 or via email at [alockhart@nlpl.ca](mailto:alockhart@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.
  - Applications that do not clearly demonstrate the required criteria will be screened out.
  - 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-ESUB-24-53, 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)

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10/30/24