



Newfoundland & Labrador
Public Libraries

Public Employment Opportunity

Library Assistant/Library Technician Casual Call-In Eligibility List

St. Alban's Public Library, Central Division

Competition Details

Referral Number	PILRB-ESUB-24-54
Employment type	Casual Call-In Eligibility List
Closing Date:	November 20, 2024
Salary (scale)	CG 22 – CG 24: \$21.62 - \$25.18 per hour
No. of Hours	This is casual, on-call work which requires being available for work on short notice. May be required to work day, evening and weekend shifts.

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

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 in customer service or community volunteer work4. Experience in computer applications5. Experience in using the Internet and digital information sources6. Experience in planning and conducting programs for all ages (asset)7. Experience with merchandising and promotion (asset)8. Experience in administration 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. Ability to communicate effectively4. Ability to organize time and tasks5. Ability to problem solve6. Customer service and interpersonal skills7. Community engagement8. Ability to work independently9. Teamwork10. Professionalism

Conditions of Employment

Conditions of Offer	<ol style="list-style-type: none">1. Recent and satisfactory Criminal Records Check, including a Vulnerable Sector Check.2. A valid Emergency First Aid Certificate. Can be obtained either prior to, or during employment
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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: Ms. Tina Murphy at (709) 651-5351 or via email at tmurphy@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-24-54, 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

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11/05/24