



Newfoundland & Labrador  
**Public Libraries**

**Public Employment Opportunity**

**Systems Librarian/Analyst**

**Information Technology and Information Management Division,  
Stephenville, Newfoundland and Labrador**

## Competition Details

<b>Referral Number</b>	PILRB-LIII-24-58
<b>Employment type</b>	Permanent, Full-Time
<b>Position Group</b>	Non-management/Non-Bargaining
<b>Closing Date</b>	January 27, 2024
<b>Salary (scale)</b>	CG 41: \$73,000.20 - \$86,086.00 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 the SirsiDynix Horizon Integrated Library System (ILS), Horizon Information Portal (HIP), and Enterprise. The incumbent will work with colleagues in all divisions to support libraries, committees, and staff to develop, troubleshoot, and enhance the ILS and associated systems. The incumbent will contribute to the design, development, testing and maintenance of the NLPL online library catalogue. Requires significant working knowledge of the ILS modules including: circulation, serials, cataloguing and acquisitions workflow and cataloguing standards. This position provides analysis of problems and assists in the identification of technical solutions and works closely with technical staff to design, build, implement and support systems as needed. Provincial travel will be required.

## Merit Criteria

<b>Screening Criteria</b>	<ol style="list-style-type: none"><li>1. Completion of a Masters in Library Science/Library Information Science (MLS/MLIS) from an accredited institution as recognized by the American Library Association.</li><li>2. Experience with integrated library systems at an administrator level (preferred)</li><li>3. Experience in library technical work (preferred)</li><li>4. Experience with database design (asset)</li><li>5. Experience with Horizon ILS, HIP, and Enterprise (asset)</li></ol>
<b>Assessment Criteria</b>	<ol style="list-style-type: none"><li>1. Knowledge of Horizon or a similar Integrated Library System (ILS) modules</li><li>2. Knowledge of system design and development</li><li>3. Ability to organize time and task</li><li>4. Ability to problem solve</li><li>5. Effective communication</li><li>6. Interpersonal skills</li><li>7. Ability to lead and collaborate</li><li>8. Independence and initiative</li></ol>

## Conditions of Employment

<b>Conditions of Offer</b>	<ol style="list-style-type: none"><li>1. Recent and satisfactory Criminal Records Check.</li><li>2. Valid Class 05 Drivers License and a clear driver's abstract</li></ol>
<b>Conditions of Acceptance</b>	<ol style="list-style-type: none"><li>1. Occasional travel</li></ol>

**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.
- 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 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-LIII-24-58, 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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