



Newfoundland & Labrador
Public Libraries

External Employment Opportunity

Librarian I - Library Technical Services (Cataloguing)

Technical Services Division, Stephenville, Newfoundland and Labrador

Competition Details

Referral Number	PILRB-LI-24-61
Employment type	Permanent
Closing Date	March 3, 2025
Salary (scale)	CG 37: \$64,464.40 - \$72,035.60 per annum
No of Hours	35 regular hours per week

Position Details

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

Duties Reporting to the Director of Library Operations this position involves specialized library work within the Technical Services Division and works closely with the Systems Librarian/Analyst. The incumbent will direct and supervise the work of cataloguers; review organizational policies and procedures; train staff in cataloguing policies and procedures; perform descriptive cataloguing; interpret and use Anglo American Cataloguing Rules 2 (AACR2) and Resource Description and Access (RDA), Library of Congress Subject Headings, Dewey Decimal Classification System and MARC record format; and compile monthly and annual statistical reports, and other related duties.

This position also provides relief to the Systems Librarian/Analyst which reports to the Director of Information Technology and Information Management. The Systems Librarian/Analyst is responsible for developing and maintaining the NLPL information systems, including the Horizon Integrated Library System (ILS).

Merit Criteria

Screening Criteria	<ol style="list-style-type: none">1. Completion of a Masters in Library Science/Library Information Science (MLS/MLIS) from an accredited institution as recognized by the American Library Association.2. Experience using computer applications, the Internet and digital information sources3. Experience in library administrative and technical work (asset)3. Experience supervising staff (asset)
Assessment Criteria	<ol style="list-style-type: none">1. Knowledge of Horizon or similar Integrated Library System (ILS)2. Knowledge of new technologies and current library trends3. Knowledge of Cataloguing and Classification4. Organizational skills5. Supervisory skills6. Ability to communicate effectively7. Ability to lead and collaborate8. Interpersonal skills

Conditions of Employment

Conditions of Offer	<ol style="list-style-type: none">1. Recent and satisfactory Criminal Records Check2. Valid Class 05 Drivers License and a clear driver's abstract
Conditions of Acceptance	<ol style="list-style-type: none">1. Occasional travel2. Work regularly requires fine finger and precision work

3. Complete training mandated by the employer

Applicant Information	<p>For more information about this opportunity, please call: Fred Whitmarsh at (709) 737-4194</p> <ul style="list-style-type: none">• 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-LI-24-61, 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

For more information about this opportunity, please call: Fred Whitmarsh at (709) 737-4194 or via email at fwhitmarsh@nlpl.ca

02/13/25