



Newfoundland & Labrador
Public Libraries

External Employment Opportunity

Library Technician I

Happy Valley – Goose Bay Public Library, West Newfoundland and Labrador Division

Competition Details

Referral Number	PILRB-LTI-25-17
Employment type	Permanent
Closing Date	Open until filled
Salary (scale)	CG 24: \$23.32 - \$25.68 per hour
No of Hours	30 regular hours per week
Allowances	https://www.gov.nl.ca/exec/tbs/policies/benefits/labrador-benefits/

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 is responsible for library technical work and the operation of a sole charge (one staff person) library. This position involves a wide variety of library related tasks including registering new borrowers and 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.

This Position Requires Day, Evening and Weekend Work.

Merit Criteria

Screening Criteria	1. Completion of a high school diploma or equivalent 2. Completion of some post-secondary education (preferred) 3. Experience in customer service or community volunteer work 4. Experience in computer applications 5. Experience planning and conducting programs for all ages (asset) 6. Experience in administrative or clerical work (asset)
Assessment Criteria	1. Knowledge of computers, computer applications and digital information sources 2. Knowledge of public library services, programs, and collections 3. Ability to communicate effectively 4. Ability to organize time and tasks 5. Ability to problem solve 6. Customer service and interpersonal skills 7. Community engagement 8. Ability to work independently 9. Relationship building 10. Professionalism

Conditions of Employment

Conditions of Offer	1. Recent and satisfactory Criminal Records Check, including a Vulnerable Sector Check.
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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.
4. Acknowledge will be required to complete employer-paid Emergency First Aid course.
5. Acknowledge will be required to complete employer-paid Occupational Health and Safety training.
6. Acknowledge the requirement to work day, evening and weekend shifts.

Applicant Information For more information about this opportunity, please call: Sandra Harnum at (709) 634-7368 or via email at sandraharnum@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.

How to Apply

Applications, quoting Competition Number PILRB-LTI-25-17 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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