



Newfoundland & Labrador
Public Libraries

Internal Employment Opportunity

Library Assistant

Bay Roberts Public Library, Eastern Division

Competition Details

Referral Number	PILRB-LA-25-15
Employment type	Permanent
Closing Date:	June 19, 2025
Salary (scale)	CG 22: \$22.05 - \$24.19 per hour
No. of Hours	17.5 hours per week

Position Details

Context	https://nlpl.ca/about.html
Duties	<p>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.</p> <p>Reporting to the Library Technician IIA, this position acts as library assistant supporting the operation of the Bay Roberts Public Library. This position interacts directly with the public and is responsible for: general circulation duties involving the automated library circulation system; assisting patrons with materials requests in various formats and with online resources; preparing and conducting children and adult programs; scheduling class and public visits and orientating them to the library; preparing posters and displays in liaison with supervisors; shelving books and periodicals; and other related work.</p> <p>This position requires day, evening and weekend shifts.</p>

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 planning and conducting programs for all ages (asset)7. Experience with merchandising and promotion (asset)8. Experience in administrative 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
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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
3. Position requires regular lifting of boxes and library materials up to 25 lbs.
4. May be required to obtain a valid Emergency First aid Certificate.
5. This position requires working alone
6. This position requires day, evening and weekend work

Applicant Information

For more information about this opportunity, please call: Andrew Lockhart at (709) 737-3508 or via email at 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 applications must contain accurate contact information, including current mailing address, email address and phone number.
- This competition may be used to fill future similar vacancies with Newfoundland and Labrador Public Libraries.

How to Apply

Applications, quoting Competition Number PILRB-LA-25-15, should be submitted:

By Mail Mr. Andrew Lockhart, Selection Board Chair
Newfoundland and Labrador Public Libraries
Eastern Division
125 Allandale Road
St, John's, NL
A1B 3A3

By Fax (709) 737-3571

By Email alockhart@nlpl.ca

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This competition is open to **employees of the Public Service** including those on lay-off status, but does not include students.

06/05/25