



Newfoundland & Labrador
Public Libraries

Internal Employment Opportunity

Library Technician IV

Provincial Resource Library Division, St. John's, NL

Correction – Correction to Conditions of Acceptance

Competition Details

Referral Number	PILRB-LTIV-25-12
Employment type	Permanent
Closing Date	June 17, 2025
Salary (scale)	CG 29: \$50,250.20 - \$55,819.40 per annum
No of Hours	35 regular 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>This position reports to the supervisor in charge of the Reference Section. This position involves reference work with the Provincial Resource Library. Responsibilities include: assisting patrons with reference and research work; maintenance of the reference and nonfiction collections; conducting programs, participating in outreach services in consultation with professional staff, and other related work.</p> <p>The incumbent will be required to safely operate a Mercedes-Benz Sprinter High Top Crew Van (273.2" long x 79.7" wide x 107.5" High).</p> <p>This Position Requires Day, Evening and Weekend Work.</p>

Merit Criteria

Screening Criteria	<ol style="list-style-type: none">1. Completion of a high school diploma or equivalent2. Completion of post-secondary education (preferred)3. Experience working in a public library4. Experience in planning and conducting programs for all ages5. Experience in computer applications, the internet and digital information sources6. Experience with community outreach (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 collections4. Ability to communicate effectively5. Research skills6. Organizational skills7. Decision making8. Commitment to service delivery excellence9. Self-motivation and initiative10. Interpersonal skills and relationship building

Conditions of Employment

Conditions of Offer 1. Recent and satisfactory Criminal Records Check, including a Vulnerable Sector Check.

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. May be required A valid Emergency First Aid Certificate.
5. Provision of proof of a valid driver's license and a clear driver's abstract

Applicant Information For more information about this opportunity, please call: Susan Prior at (709) 737-3418 or via email at sprior@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-LTIV-25-12, 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: Susan Prior at (709) 737-3418 or via email at sprior@nlpl.ca.

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

06/03/25