



Newfoundland & Labrador  
**Public Libraries**

**Internal Employment Opportunity**

**Library Assistant**

**A.C. Hunter Public Library, PRL Division**

**Competition Details**

Referral Number	PILRB-LA-25-24
Employment type	Permanent
Closing Date:	September 1, 2025
Salary (scale)	CG 22: \$22.05 - \$24.19 per hour
No. of Hours	17.5 hours per week

**Position Details**

Context	<a href="https://nlpl.ca/about.html">https://nlpl.ca/about.html</a>
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 IV, this position acts as library assistant supporting the operation of the A.C. Hunter 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; orientating patrons to the library; conducting library programming for children; preparing posters and displays in liaison with supervisors; shelving books and periodicals; and other related work.</p> <p><b>This position requires day, evening and weekend shifts and works regular shifts at the two St. John's branches.</b></p>

**Merit Criteria**

Screening Criteria	<ol style="list-style-type: none"><li>1. Completion of a high school diploma or equivalent</li><li>2. Completion of some post-secondary education (preferred)</li><li>3. Experience in customer service or community volunteer work</li><li>4. Experience in computer applications</li><li>5. Experience in using the internet and digital information sources</li><li>6. Experience planning and conducting programs for all ages (asset)</li><li>7. Experience with merchandising and promotion (asset)</li></ol>
Assessment Criteria	<ol style="list-style-type: none"><li>1. Knowledge of computers, computer applications and digital information sources</li><li>2. Knowledge of public library services, programs, and collections</li><li>3. Ability to communicate effectively</li><li>4. Ability to organize time and tasks</li><li>5. Ability to problem solve</li><li>6. Customer service and interpersonal skills</li><li>7. Community engagement</li><li>8. Ability to work independently</li><li>9. Teamwork</li><li>10. Professionalism</li></ol>

**Conditions of Employment**

Conditions of Offer	<ol style="list-style-type: none"><li>1. Recent and satisfactory Criminal Records and Vulnerable Sector Checks.</li><li>2. A valid driver's license.</li></ol>
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**Conditions of Acceptance**

1. A valid Emergency First Aid Certificate. Can be obtained either prior to, or during employment.
3. Work regularly requires sitting, standing and walking with occasional bending, kneeling, crouching and stretching.
4. Work regularly requires fine finger and precision work.
5. Position requires regular lifting of boxes and library materials up to 25 lbs.
6. This position requires day, evening and weekend shifts and works regular shifts at the two St. John's branches.

**Applicant Information**

For more information about this opportunity, please call: Emma Craig at (709) 737-3432 or via email at [ecraig@nlpl.ca](mailto:ecraig@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.
- Preference will be given to applicants who are a Canadian citizen or permanent resident of Canada or those who are legally entitled to work in Canada.
- 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-LA-25-24, 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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08/19/25