



Newfoundland & Labrador  
**Public Libraries**

**Internal Employment Opportunity**

**Library Technician II**

**Conception Bay South Public Library, Eastern Division, NL**

**Competition Details**

<b>Referral Number</b>	PILRB-LTII-25-31
<b>Employment type</b>	Permanent
<b>Closing Date</b>	September 24, 2025
<b>Salary (scale)</b>	CG 24: \$42,442.40 - \$46,737.60 per annum
<b>No of Hours</b>	35 regular hours per week

**Position Details**

<b>Context</b>	<a href="https://nlpl.ca/about.html">https://nlpl.ca/about.html</a>
<b>Duties</b>	<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 is accountable to the Library Technician III in the Conception Bay South Public library. This position interacts directly with the public and is responsibility for: Library outreach and promotion of library services in consultation with professional staff, promoting and maintaining emerging library technologies in the branch, general circulation duties as required; assisting the Library Technician III with the planning and preparation of special library promotional events and seasonal library programs.</p> <p><b>This Position Requires Day, Evening and Weekend Work.</b></p>

**Merit Criteria**

<b>Screening Criteria</b>	<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 working in a public library</li><li>4. Experience in planning and conducting programs for all ages</li><li>5. Experience in computer applications and digital information resources</li></ol>
<b>Assessment Criteria</b>	<ol style="list-style-type: none"><li>1. Knowledge in the use of 3D printer software, such as TinkerCAD</li><li>2. Knowledge of public library services, programs, and collections</li><li>3. Ability to effectively exchange information</li><li>4. Ability to organize time and tasks</li><li>5. Ability to collaborate</li><li>6. Customer service and interpersonal skills</li><li>7. Community engagement and relationship building</li><li>8. Initiative</li></ol>

**Conditions of Employment**

<b>Conditions of Offer</b>	<ol style="list-style-type: none"><li>1. Recent and satisfactory Criminal Records Check, including a Vulnerable Sector Check.</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.
2. Work regularly requires fine finger and precision work.
3. Work regularly requires sitting, standing and walking with occasional bending, Kneeling, crouching, and stretching.
4. This position requires day, evening and weekend work.
5. Position requires regular lifting of boxes and library materials up to 25 lbs.
6. May be required to open and/or close the library

**Applicant Information**

For more information about this opportunity, please call: Andrew Lockhart at (709) 737-3508 or via email at [alockhart@nlpl.ca](mailto: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.
- 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-LTII-25-31, should be submitted:

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

**By Fax**                      (709) 643-0933

**By Email**                      [jobs@nlpl.ca](mailto:jobs@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.

09/10/25