



Newfoundland & Labrador
Public Libraries

Internal Employment Opportunity

Library Technician III

Mount Pearl Public Library, Eastern Division, NL

Competition Details

Referral Number	PILRB-LTIII-25-39
Employment Type	Temporary - until incumbent returns
Position Group	CUPE – Provincial Information and Library Resources Board
Closing Date	November 6, 2025
Salary (scale)	CG 27: \$47,301.80 - \$52,306.80 per annum
No of Hours	35 regular hours per week

Position Details

Context	https://nlpl.ca/about.html
Duties	This position acts as supervisor of the Mount Pearl Public Library. There is responsibility for administrative/supervisory work including scheduling and training of staff; overseeing all library operations; general circulation duties and administrative tasks using the Horizon automated circulation system; managing public computer stations; assisting patrons with reference and research work; planning, implementing and promoting programs for the general public and other related duties.

This Position Requires Day, Evening and Weekend Work.

Merit Criteria

Screening Criteria	1. Completion of some post-secondary education (preferred) 2. Experience working in a public library 3. Experience supervising staff 4. Experience in planning and conducting programs for all ages 5. 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. Knowledge of library policies and procedures 4. Ability to effectively exchange information 5. Ability to manage time and tasks 6. Initiative 7. Supervisory skills

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. May be required to obtain a valid Emergency First Aid Certificate 2. Work regularly requires sitting, standing and walking with occasional bending, kneeling, crouching and stretching. 3. Work regularly requires fine finger and precision work. 4. Position requires regular lifting of boxes and library materials up to 25 lbs. 5. Position requires day, evening and weekend work. 6. May be required to open / or close the library.
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Applicant Information	For more information about this opportunity, please call: Sarah Bartlett at (709) 737-2509 • 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.
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How to Apply

Applications, quoting Competition Number PILRB-LTIII-25-39, 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: Sarah Bartlett at (709) 737-2509 or via email at sbartlett@nlpl.ca.

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

10/23/25