



Newfoundland & Labrador
Public Libraries

Internal Employment Opportunity

Library Assistant

Bishop’s Falls Public Library, Central Division, NL

Competition Details

Referral Number	PILRB-LA-25-41
Employment Type	Temporary-until incumbent returns
Position Group	CUPE – Provincial Information and Library Resources Board
Closing Date:	November 19, 2025
Salary (scale)	CG 22: \$22.05 - \$24.19 per hour
No. of Hours	5 regular hours per week

Position Details

Context	https://nlpl.ca/about.html
Duties	Reporting to the Library Technician IIA, this position acts as library assistant supporting the operation of the Bishops Falls 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. This position requires day, evening and weekend work.

Merit Criteria

Screening Criteria	1. Completion of a high school diploma; equivalencies will be considered 2. Completion of some post-secondary education (preferred) 3. Experience in customer service or community volunteer work 4. Experience in computer applications and digital technology 5. Experience planning and conducting programs for all ages (asset)
Assessment Criteria	1. Knowledge of computers, computer applications 2. Knowledge of public library services, programs, and collections 3. Ability to communicate effectively 4. Ability to organize time and tasks 5. Ability to problem solve 6. Customer service and interpersonal skills 7. Ability to work well with all ages 8. Relationship building 9. Professionalism

Conditions of Employment

Conditions of Offer	1. Recent and satisfactory Criminal Records and Vulnerable Sector Checks.
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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 work.
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3. Position requires regular lifting of boxes and library materials up to 25 lbs.
4. A valid Emergency First aid Certificate. Can be obtained either prior to, or during employment.
5. This position requires day, evening and weekend shifts.
6. May be required to open and/or close the library.

Applicant Information	For more information about this opportunity, please call: Nancy Barker at (709) 651-5352 or via email at nbarker@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 legal 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-LA-25-41, 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: Nancy Barker at (709) 651-5352 or via email at nbarker@nlpl.ca

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

11/03/25