



Newfoundland & Labrador
Public Libraries

Internal Employment Opportunity

Library Technician I

Grand Bank Public Library, Eastern Division

Competition Details

Referral Number	PILRB-LTI-25-64
Employment Type	Temporary – until incumbent returns
Position Group	CUPE – Provincial Information and Library Resources Board
Closing Date	January 28, 2026
Salary (scale)	CG 24: \$23.32 - \$25.68 per hour
No of Hours	22 regular hours per week consisting of day, evening and weekend work

Position Details

Context	https://nlpl.ca/about.html
Duties	This position is responsible for library technical work and the operation of a sole charge (one staff person) library. This position works directly with the public and involves a wide variety of library related tasks including registering new borrowers and circulating library materials; maintaining library collections; organizing, promoting, and conducting library programs; assisting patrons with selecting materials from various collections and using print and electronic resources; completing routine administrative duties; and performing other related work.

Merit Criteria

Screening Criteria	<ol style="list-style-type: none">1. Completion of a high school diploma (equivalencies will be considered)2. Experience in customer service or community volunteer work3. Experience in administrative or clerical work4. Experience planning and conducting programs for all ages5. Experience in library programming and technical work (asset)
Assessment Criteria	<ol style="list-style-type: none">1. Knowledge of public library services, programs, and collections2. Knowledge of computer applications and digital information sources3. Ability to effectively exchange information4. Ability to organize time and tasks5. Ability to problem solve6. Customer service and interpersonal skills7. Ability to work independently

Conditions of Employment

Conditions of Offer	<ol style="list-style-type: none">1. Recent and satisfactory Criminal Records Check, including a Vulnerable Sector Check.
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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.
- 3. Position requires regular lifting of boxes and library materials up to 25 lbs.
- 4. This position requires day, evening and weekend work.
- 5. May be required to obtain a valid Emergency First Aid Certificate
- 6. May be required to open and/or close the library.

Applicant Information For more information about this opportunity, please call: Sarah Bartlett at (709) 737-2509, or via email at sbartlett@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.

How to Apply

Applications, quoting Competition Number PILRB-LTI-25-64 should be submitted:

By Mail Chair, Selection Board
Newfoundland and Labrador Public Libraries
48 St. George's Avenue
Stephenville, NL
A2N 1K9

By Fax (709) 643-0933

By Email 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.