



Newfoundland & Labrador  
**Public Libraries**

**External Employment Opportunity**

**Division Manager**

**Western Newfoundland and Labrador Division, Corner Brook, NL**

## Competition Details

|                        |                                       |
|------------------------|---------------------------------------|
| <b>Referral Number</b> | PILRB-MAN-26-19                       |
| <b>Employment type</b> | Permanent                             |
| <b>Position Group</b>  | Management                            |
| <b>Closing Date:</b>   | September 4, 2026                     |
| <b>Salary (scale)</b>  | HL 22: \$78,055 - \$101,471 per annum |
| <b>No. of Hours</b>    | 35 hours per week                     |

## Position Details

**Context** <https://nlpl.ca/about.html>

**Duties** Reporting to the Director of Library Operations, this position is responsible for planning, implementing, organizing, directing and controlling the operations of the Western Division of the Provincial Information and Library Resources Board (PILRB). The position is accountable for planning, developing, and providing library services and programs for 29 library branches (including 5 in Labrador) within the Division. Responsibilities include the management of staff, budgets, and oversight of library facilities. There is responsibility for liaising with Local Library Boards, community partners, government departments and agencies, along with other organizations in the information field. As part of the senior management team, this position participates in the development of plans, procedures and policies for the PILRB. There is a requirement to travel to libraries within the Division.

## Merit Criteria

|                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|----------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Screening Criteria</b>  | <ol style="list-style-type: none"><li>1. Completion of a Masters in Library Science / Library Information Services (MLS/MLIS) degree or related field from an accredited university</li><li>2. Demonstrated supervisory experience</li><li>3. Library experience in progressively responsible roles</li><li>4. Experience in automated library systems, public library services, collections and programs</li></ol>                                                                  |
| <b>Assessment Criteria</b> | <ol style="list-style-type: none"><li>1. Knowledge of public library systems, services, collections and programs</li><li>2. Organizational skills, including time management and prioritization</li><li>3. Management skills, including planning and problem solving</li><li>4. Communication and public relation skills</li><li>5. Ability to lead staff and maintain effective interpersonal relations</li><li>6. Ability to work independently demonstrating 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</li><li>2. Valid driver's license and clear driving abstract</li></ol> |
|----------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------|

**Conditions of Acceptance**

- 1. Willing to accept day travel (occasional)
- 2. Willing to accept overnight travel (occasional)

**Applicant Information** For more information about this opportunity, please call: Fred Whitmarsh at (709) 737-4194 or via email at [fwhitmarsh@nlpl.ca](mailto:fwhitmarsh@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.

---

**How to Apply**

Applications, quoting Competition Number PILRB-MAN-26-19, 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](mailto:jobs@nlpl.ca)

For more information about this opportunity, please call: Fred Whitmarsh at (709) 737-4194 or via email at [fwhitmarsh@nlpl.ca](mailto:fwhitmarsh@nlpl.ca).

08/20/26