Newfoundland & Labrador
Public Libraries

Public Employment Opportunity

Library Assistant/Library Technician Casual Call-In Eligibility List

Baie Verte Public Library, Central Division

Competition Details

Referral Number PILRB-ESUB-26-36

Employment Type Casual Call-In Eligibility List

Position Group CUPE – Provincial Information and Library Resources Board

Closing Date November 12, 2026

Salary (scale) CG 22 – CG 24: $22.05 - $25.68 per hour

No. of Hours **This is casual, on-call work which requires being available for work on short notice. May be required to work day, evening and weekend shifts.**

Position Details

Context https://nlpl.ca/about.html

Duties This position requires the incumbent to work closely with the public performing library technical work involving: registering new borrowers, circulating library materials; maintaining library collections; organizing, promoting and conducting library programs; assisting patrons with selecting books from various collections, using print and electronic resources; completing routine administrative duties; and performing other related work.

Merit Criteria

Screening Criteria

1. Completion of a high school diploma; equivalencies will be considered
2. Experience in customer service or community volunteer work
3. Experience in computer applications, using the Internet and digital information sources
4. Experience in planning and conducting programs for all ages (asset)

Assessment Criteria

1. Knowledge of computers and computer applications
2. Knowledge of public library services, programs, and collections
3. Ability to communicate effectively
4. Ability to organize time and tasks
5. Customer service and interpersonal skills
6. Ability to work well with all ages
7. Ability to problem solve
8. Professionalism

Conditions of Employment

Conditions of Offer

1. Recent and satisfactory Criminal Records Check, including a Vulnerable Sector Check.

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. May be required to obtain a valid Emergency First Aid Certificate.
5. Position requires being available for work on short notice. May be required to work day, evening, and weekend shifts.
6. Position requires working alone.
7. May be required to open and/or close the library.

Applicant Information

For more information about this opportunity, please call: Ms. Tina Murphy at (709) 651-5351 or via email at **tmurphy@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.
- 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-ESUB-26-36, 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.

10/28/26