Newfoundland & Labrador
Public Libraries

# Internal Employment Opportunity

# Library Assistant

# Bishop's Falls Public Library, Central Division

## Competition Details

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| **Referral Number** | PILRB-LA-26-34 |
| **Employment type** | Permanent |
| **Position Group** | CUPE – Provincial Information and Library Resources Board |
| **Closing Date** | November 12, 2026 |
| **Salary (scale)** | CG 22: $22.05 - $24.19 per hour |
| **No. of Hours** | 5 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 Bishop's 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 shifts.**

## Merit Criteria

**Screening Criteria**

1. Completion of a high school diploma or equivalent
2. Experience in customer service or community volunteer work
3. Experience in computer applications, using the internet and digital information sources
4. 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. Customer service and interpersonal skills
6. Ability to work well with all ages
8. Ability to problem solve
9. 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. Position requires regular lifting of boxes and library materials up to 25 lbs.
3. May be required to obtain a valid Emergency First aid Certificate.
4. May be required to open and/or close the library.
5. Work regularly requires fine finger and precision work.
5. Position requires working alone.

**Applicant Information**

For more information about this opportunity, please call: 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 applications must contain accurate contact information, including current mailing address, email address and phone number.
- 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-26-34, should be submitted:

**By Mail**

Selection Board Chair
Newfoundland and Labrador Public Libraries
48 St. George's Avenue
Stephenville, NL
A2N 3R6

**By Fax** (709) 643-0933

**By Email** jobs@nlpl.ca

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

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

10/28/26