Newfoundland & Labrador
Public Libraries

Internal Employment Opportunity

Library Assistant

Mount Pearl Public Library, Eastern Division

Competition Details

Referral Number PILRB-LA-26-35

Employment Type Temporary, until incumbent returns

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 12.5 regular hours per week; including evenings and Saturdays

Position Details

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

Duties Reporting to the Library Technician III, this position acts as library assistant supporting the operation of the Mount Pearl Public Library. There is responsibility for: general circulation duties involving the automated library system; assistance to patrons with materials requests in various formats and with online resources; preparing and conducting programs; scheduling class and public visits and orienting patrons to the library; preparing posters and displays; shelving books and periodicals; and 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 and digital information sources
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. Teamwork
8. Professionalism

Conditions of Employment

Conditions of Offer

1. Recent and satisfactory Criminal Records Check and Vulnerable Sector Checks

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 valid Emergency First Aid Certificate
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: Andrew Lockhart at (709) 737-3508 or via email at alockhart@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-LA-25-35, 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

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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