Newfoundland & Labrador
Public Libraries

External Employment Opportunity

Division Manager

Western Newfoundland and Labrador Division, Corner Brook, NL

Competition Details

Referral Number PILRB-MAN-26-39

Employment type Permanent

Position Group Management

Closing Date: December 2, 2026

Salary (scale) HL 22: $78,055 - $101,471 per annum

No. of Hours 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 for travel to libraries within the Division.

Merit Criteria

Screening Criteria

1. Completion of a Masters in Library Science / Library Information Services (MLS/MLIS) degree or related field from an accredited university
2. Resource Management experience (Human, Financial, Facilities)
3. Supervisory experience
4. Knowledge of public library systems (asset)

Assessment Criteria

1. Knowledge of public library systems (asset)
2. Resource Management skills (Human, Financial, Facilities)
3. Planning and problem-solving
4. Stakeholder engagement
5. Decision-making
6. Ability to manage competing priorities
7. Ability to effectively exchange information
8. Professionalism

Conditions of Employment

Conditions of Offer

1. Recent and satisfactory Criminal Records Check.
2. Valid driver's license and driving abstract satisfactory to the Employer.
3. Verification of credentials and applicable professional memberships as required for the position.

Conditions of Acceptance

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

Applicant Information

For more information about this opportunity, please call: Fred Whitmarsh at (709) 737-4194 or via email at **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 and is subject to verification.
- 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-26-39, 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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11/10/26