Newfoundland & Labrador
Public Libraries

External Employment Opportunity

Library Technician I

Daniel's Harbour Public Library, West Newfoundland and Labrador Division

Competition Details

Referral Number PILRB-LTI-26-38

Employment Type Permanent

Position Group CUPE – Provincial Information and Library Resources Board

Closing Date November 19, 2026

Salary (scale) CG 24: $23.32 - $25.68 per hour

No of Hours 13 regular hours per week consisting of day, evening and weekend work

Position Details

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

Duties This position is responsible for library technical work and the operation of a sole charge (one staff person) library. This position works directly with the public and involves a wide variety of library related tasks including registering new borrowers and circulating library materials; maintaining library collections; organizing, promoting, and conducting library programs; assisting patrons with selecting materials from various collections and 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 administrative or clerical work
4. Experience planning and conducting programs for all ages (asset)
5. Experience in computer applications, using the Internet and digital information sources

Assessment Criteria

1. Knowledge of public library services, programs, and collections
2. Knowledge of computer applications and digital information sources
3. Ability to effectively exchange information
4. Ability to organize time and tasks
5. Ability to problem solve
6. Customer service and interpersonal skills
7. Ability to work independently

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. This position requires day, evening and weekend work.
5. May be required to obtain a valid Emergency First Aid Certificate
6. May be required to open and/or close the library.

Applicant Information

For more information about this opportunity, please call: Natasha Wells at (709) 634-0020, or via email at nwells@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.
- This competition may be used to fill future similar vacancies with Newfoundland and Labrador Public Libraries.

How to Apply

Applications, quoting Competition Number PILRB-LTI-26-38 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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10/04/26