



Newfoundland & Labrador
Public Libraries

Provincial Information and Library Resources Board

**PUBLIC
EMPLOYMENT OPPORTUNITY
DIVISION MANAGER
TEMPORARY until March 31, 2016
or until Incumbent Returns**

**Provincial Resource Library Division
St. John's, NL**

DUTIES: Reporting to the Director of Regional Services, this position is responsible for planning, implementing, organizing, directing and controlling the operations of the Provincial Resource Division of the PILRB. The incumbent is accountable for planning, developing, and providing library services and programs to persons in the St. John's area. The Division has also been mandated to coordinate the delivery of selected information resources and library materials throughout the province. There is also responsibility for personnel administration in the Division, preparation of budget estimates, promotion of library services and programs, liaising with the Library Board in areas of promotion and fundraising, and liaising with a wide variety of organizations in the information field.

QUALIFICATIONS: Requires a strong knowledge of personnel issues including compliance with the Collective Agreement, Occupational Health and Safety Act and Regulations, current library trends, public library systems and library materials. Must demonstrate strong organizational skills including time management; supervisory, communication, planning, leadership, and public relations skills together with the ability to establish and maintain effective interpersonal relations and be able to demonstrate independence and initiative. The required knowledge and abilities would normally be acquired through successful completion of a Masters in Library Science/Library Information Science (MLS/MLIS) degree or related field from an accredited university, combined with three to five years of related administrative experience. Must hold a valid driver's license. Candidates will be required to provide a clear Criminal Records Check, including a Vulnerable Sector Check.

CLOSING DATE: May 1, 2015
COMPETITION #: PILRB-MAN-15-01
PAY RANGE: HL 22: \$67,286 – \$87,471 per annum

How To Apply:

Applications, quoting Competition Number PILRB-MAN-15-01, should be submitted:

By Mail: Chair, Selection Board
Newfoundland and Labrador Public Libraries
Administration Division
48 St. George's Avenue
Stephenville, NL
A2N 1K9

By Fax: (709) 643-0933

By Email: jobs@nlpl.ca

For additional information on this position, call (709) 643-0922.

The Provincial Information and Library Resources Board values diversity in the work place and is an equal opportunity employer. Applications should be received before the close of business on the closing date - late applications with explanation may be considered. Your resume must clearly demonstrate how you meet the required qualifications as stated in the job ad and must contain your current mailing address, contact number and email if applicable.