



Newfoundland & Labrador
Public Libraries

External Employment Opportunity

Library Assistant

Placentia Public Library, Eastern Division, NL

Competition Details

Referral Number	PILRB-LA-21-57
Employment type	Temporary, until incumbent returns
Closing Date	December 3, 2021
Salary (scale)	CG 22: \$20.37 – \$22.34 per hour
No. of Hours	10 regular hours per week

This position requires Day, Evening and Weekend work.

Position Details

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

Duties This position reports to the Library Technician IIA and acts as library assistant supporting the operation of the Placentia Public Library. There is responsibility for: general circulation duties involving the automated library circulation system; assistance to 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 related work.

Merit Criteria

Screening Criteria	<ol style="list-style-type: none">1. Completion of a high school diploma is required (equivalencies may be considered)2. Completion of some post-secondary education (preferred)3. Experience in library technical work including programming4. Experience in computer application and internet information sources5. Experience in a public library environment (asset)4. Knowledge of Horizon circulation system (asset)
Assessment Criteria	<ol style="list-style-type: none">1. Knowledge of computer applications. Internet information sources, and the Horizon circulation system2. Knowledge of public library collections, services and programs3. Effective communication, organizational, interpersonal, and problem-solving skills4. Professionalism

Conditions of Employment

- Conditions of Offer**
1. Recent and satisfactory Criminal Records Check, including a Vulnerable Sector Check.
 2. A valid Emergency First Aid Certificate. Can be obtained either prior to, or during employment.
 3. Satisfactory proof of COVID-19 vaccination status or approved medical exemption on or before December 17, 2021.

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.
- 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.
- It is the responsibility of the applicant to submit an application that demonstrates the required merit criteria.
- 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.
- 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-21-57, should be submitted:

By Mail Mr. Andrew Lockhart, Selection Board Chair
Newfoundland and Labrador Public Libraries
Eastern Division
125 Allandale Road
St. John's, NL A1B 3A3

By Fax (709) 737-3571

By Email alockhart@nlpl.ca

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11/19/21