



Newfoundland & Labrador
Public Libraries

External Employment Opportunity

Library Technician I

Harbour Breton Public Library, Central Division, NL

Competition Details

Referral Number	PILRB-LTI-21-58
Employment type	Temporary, Part-Time (One year or until incumbent returns)
Closing Date:	December 8, 2021
Salary (scale)	CG 24: \$21.54 - \$23.74 per hour
No. of Hours	15 regular hours per week

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 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 using print and electronic resources; completing routine administrative duties; and performing other related work.

This Position Requires Day, Evening, and Weekend Work.

Merit Criteria

Screening Criteria	<ol style="list-style-type: none">1. Completion of a high school diploma or equivalent2. Completion of some post-secondary education (preferred)3. Experience administrative or clerical work4. Experience in library technical work, including programming (asset)5. Knowledge of computer applications and Internet information sources, automated systems, and library routines
Assessment Criteria	<ol style="list-style-type: none">1. Knowledge of computer applications, Internet information sources, and Horizon circulation system2. Knowledge of public library services and collections3. Good communication, organizational, and problem-solving skills4. Customer service focus5. Ability to work independently6. 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.

Conditions of Acceptance

Applicant Information

For more information about this opportunity, please call: Tina Murphy at (709) 651-5351 or via email at tmurphy@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-LTI-21-58, should be submitted:

By Mail Ms. Donita Hann, 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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