



Newfoundland & Labrador
Public Libraries

External Employment Opportunity

Library Assistant

Stephenville Public Library, Western Division, NL

Competition Details

Referral Number	PILRB-LA-21-68
Employment type	Temporary – Until incumbent returns
Closing Date	January 25, 2022
Salary (scale)	CG 22: \$20.37 – \$22.34 per hour
No. of Hours	5 regular hours per week

This position requires Day, Evening and Weekend work.

Position Details

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

Duties This position performs library technical work including registering new borrowers and circulating library materials; maintaining library collections; assisting with library programs and group visits; assisting patrons with 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 may be considered)
2. Completion of some post-secondary education (preferred)
3. Experience in library technical work including programming (asset)
4. Experience in computer application and internet information sources
5. Experience in a public library environment (asset)
6. Knowledge of Horizon circulation system (asset)

Assessment Criteria

1. Knowledge of computer applications, Internet information sources, and Horizon circulation system
2. Knowledge of public library services and programs
3. Knowledge of public library collections
4. Ability to manage time and tasks
5. Ability to problem solve

6. Ability to communicate effectively (written and verbal)
 7. Customer service and interpersonal skills
 8. Professionalism
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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.

- 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.
 - 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.
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How to Apply

Applications, quoting Competition Number PILRB-LA-21-68, should be submitted:

By Mail Ms. Natasha Wells, Selection Board
Newfoundland and Labrador Public Libraries
4 West Street
Corner Brook, NL A2H 0C1

By Fax (709) 634-7313

By Email nwells@nlpl.ca

For more information about this opportunity, please call: Natasha Wells at (709) 634-0020 or via email at nwells@nlpl.ca

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