



Newfoundland & Labrador  
**Public Libraries**

**Public Employment Opportunity**

**Library Assistant/Library Technician Casual Call-In Eligibility List**

**Cormack Public Library, Western Division, NL**

## Competition Details

<b>Referral Number</b>	PILRB-ESUB-21-80
<b>Employment type</b>	Casual Call-In Eligibility List
<b>Closing Date:</b>	March 8, 2022
<b>Salary (scale)</b>	CG 22 – CG 24: \$20.37 - \$23.74 per hour
<b>No. of Hours</b>	<b>This is casual, on-call work which requires being available for work on short notice. May be required to work day, evening and weekend shifts.</b>

## Position Details

<b>Context</b>	<a href="https://nlpl.ca/about.html">https://nlpl.ca/about.html</a>
<b>Duties</b>	Library technical work involving: registering new borrowers, 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.

## Merit Criteria

<b>Screening Criteria</b>	<ol style="list-style-type: none"><li>1. Completion of a high school diploma or equivalent</li><li>2. Completion of some post-secondary education (preferred)</li><li>3. Experience in administrative or clerical work</li><li>4. Experience in computer applications and internet information sources</li><li>5. Experience in library technical work including library programming (asset)</li></ol>
<b>Assessment Criteria</b>	<ol style="list-style-type: none"><li>1. Knowledge of computers applications and internet information sources</li><li>2. Knowledge of public library services, programs, and collections</li><li>3. Ability to communicate effectively (written and verbal)</li><li>4. Ability to manage time and tasks</li><li>5. Ability to problem solve</li><li>6. Customer service and interpersonal skills</li><li>7. Professionalism</li></ol>

## 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.

### Conditions of Acceptance

**Applicant Information** For more information about this opportunity, please call: Natasha Wells at (709) 634-0020 or via email at [nwells@npl.ca](mailto:nwells@npl.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.
- Applicants must be a Canadian citizen or permanent resident of 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-ESUB-21-80, 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@npl.ca](mailto:jobs@npl.ca)

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

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