



Newfoundland & Labrador
Public Libraries

Public Employment Opportunity

Library Assistant/Library Technician Casual Call-In Eligibility List

Port Aux Basques Public Library, Western Division, NL

Competition Details

Referral Number	PILRB-ESUB-21-78
Employment type	Casual Call-In Eligibility List
Closing Date:	March 2, 2022
Salary (scale)	CG 22 – CG 24: \$20.37 - \$23.74 per hour
No. of Hours	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.

Position Details

Context	https://nlpl.ca/about.html
Duties	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

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 in administrative or clerical work4. Experience in computer applications and internet information sources5. Experience in library technical work including library programming (asset)
Assessment Criteria	<ol style="list-style-type: none">1. Knowledge of computers applications and internet information sources2. Knowledge of public library services, programs, and collections3. Ability to communicate effectively (written and verbal)4. Ability to manage time and tasks5. Ability to problem solve6. Customer service and interpersonal skills7. 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.

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

- 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.

How to Apply

Applications, quoting Competition Number PILRB-ESUB-21-78, 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

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