



Newfoundland & Labrador
Public Libraries

External Employment Opportunity

LAN Administrator

**Information Technology and Information Management Division,
St. John's, NL**

Competition Details

Referral Number	PILRB-LAN-21-82
Employment type	Temporary, one year or until incumbent returns
Closing Date:	March 11, 2022
Salary (scale)	CG 36: \$58,676.80 - \$65,483.60 per annum
No. of Hours	35 hours per week

Position Details

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

Duties Reporting to the Director of Information Technology and Information Management, this position is responsible for advanced technical work in the administration of local and wide area networks for the Provincial Information and Library Resources Board (PILRB). Responsibilities include: designing and installing local and wide area networks, performing network administration and maintenance of local and wide area networks for all libraries and library administration offices. Assists the Director in setting and monitoring the day-to-day priorities and activities of the Computer Support Specialists and Computer Programmer Analyst staff located in the Division offices. Work is performed independently under minimal supervision and is reviewed in terms of overall performance.

Merit Criteria

Screening Criteria	<ol style="list-style-type: none">1. Completion of major course work in Computer Science, or related field (equivalencies may be considered)2. Completion of courses in network systems management and administration (equivalencies may be considered)3. Progressively responsible experience in IT infrastructure management and support in a multi-platform systems environment4. Knowledge of server-based operating systems and applications, network management, database management programming and communications technologies5. Experience with Integrated Library Systems such as Horizon (asset)6. Must possess good organizational, planning, prioritizing, problem-solving, analytical and communication skills
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Assessment Criteria	<ol style="list-style-type: none">1. Knowledge of operating systems, server-based applications, communications technology and network management.2. Knowledge of programming and database management3. Organization, analytical and problem-solving skills4. Communication and planning skills5. Ability to work independently and as part of a team6. Professionalism
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Conditions of Employment

Conditions of Offer	<ol style="list-style-type: none">1. Recent and satisfactory Criminal Records Check2. Valid class 05 driver's license and clear driving abstract3. Satisfactory proof of COVID-19 vaccination status or approved medical exemption
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Conditions of Acceptance

Applicant Information	For more information about this opportunity, please call: Keith Sweetland at (709) 737-6456 or via email at ksweetland@nlpl.ca
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- 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-LAN-21-82, should be submitted:

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

By Fax (709) 737-3571

By Email alockhart@nlpl.ca

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02/25/22