



Newfoundland & Labrador
Public Libraries

External Employment Opportunity

Library Assistant

Stephenville Public Library, Western Division

Competition Details

Referral Number	PILRB-LA-22-56
Employment type	Permanent
Closing Date:	November 29, 2022
Salary (scale)	CG 22: \$20.37 - \$22.34 per hour
No. of Hours	5 hours per week

Position Details

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

Duties Library Assistants/Technicians have a passion for libraries, books and reading. They are committed to learning and literacy, are community-minded, and enjoy helping patrons of all ages. They use their creativity and initiative to develop, deliver and promote library programs such as story time for children and book clubs for adults. They are organized in day-to-day tasks and take pride in making the public library an attractive and welcoming space for everyone.

Reporting to the Library Technician IIA, this position acts as library assistant supporting the operation of the Stephenville Public Library. This position interacts directly with the public and is responsible for: general circulation duties involving the automated library circulation system; assisting patrons with materials requests in various formats and with online resources; preparing and conducting children and adult programs; scheduling class and public visits and orientating them to the library; preparing posters and displays in liaison with supervisors; shelving books and periodicals; and other related work.

This position requires day, evening and weekend shifts.

Merit Criteria

- Screening Criteria**
1. Completion of a high school diploma or equivalent
 2. Completion of some post-secondary education (preferred)
 3. Experience in customer service or community volunteer work
 4. Experience in computer applications
 5. Experience in using the internet and digital information sources
 6. Experience planning and conducting programs for all ages (asset)
 7. Experience with merchandising and promotion (asset)
 8. Experience in administrative or clerical work (asset)

- Assessment Criteria**
1. Knowledge of computers, computer applications and digital information sources
 2. Knowledge of public library services, programs, and collections
 3. Ability to communicate effectively
 4. Ability to organize time and tasks
 5. Ability to problem solve
 6. Customer service and interpersonal skills
 7. Community engagement
 8. Ability to work independently
 9. Teamwork
 10. Professionalism

Conditions of Employment

- Conditions of Offer**
1. Recent and satisfactory Criminal Records Check

2. A valid Emergency First Aid Certificate. Can be obtained either prior to, or during employment.

Conditions of Acceptance

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.

How to Apply

Applications, quoting Competition Number PILRB-LA-22-56, should be submitted:

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

By Fax (709) 634-7313

By Email nwells@nlpl.ca

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11/15/22