



Newfoundland & Labrador
Public Libraries

Provincial Information and Library Resources Board

PUBLIC

**Library Assistant/Library Technician
CASUAL CALL-IN ELIGIBILITY LIST
Bell Island Public Library
Eastern Division**

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.

QUALIFICATIONS: Some experience in administrative or clerical work including customer service; knowledge of computers and computer programs; good communication skills; ability to work well with adults and children. Experience in library programming and technical work including reference and library programming would be an asset. Required qualifications would be obtained through related experience and training. A minimum of a high school diploma or equivalent is required and some post-secondary education is preferred. Candidates will be required to provide a clear Criminal Records Check, including a Vulnerable Sector Check. A valid Emergency First Aid Certificate will be required and can be obtained either prior to, or during employment.

NO. OF HOURS: This is casual, on-call work which requires being available for work on short notice. May be required to be available to work day, evening and weekend shifts.

CLOSING DATE: October 1, 2018
COMPETITION #: PILRB-ESUB-18-29
PAY RANGE: CG 22 – 24: \$19.58 - \$22.81 per hour

How To Apply:

Applications, quoting Competition Number **PILRB-ESUB-18-29**, should be submitted:

By Mail: Andrew Lockhart, Selection Board Chair
Newfoundland and Labrador Public Libraries
Eastern Division
Arts & Culture Centre
125 Allandale Road
St. John's, NL
A1B 3A3

By Fax: (709) 737-3571

By Email: alockhart@nlpl.ca

For additional information on this position, call (709) 737-3508.

The Provincial Information and Library Resources Board values diversity in the work place and is an equal opportunity employer. Applications should be received before the close of business on the closing date - late applications with explanation may be considered. Your resume must clearly demonstrate how you meet the required qualifications as stated in the job ad and must contain your current mailing address, contact number and email if applicable.

09/13/18