



Newfoundland & Labrador
Public Libraries

Provincial Information and Library Resources Board

**INTERNAL
EMPLOYMENT OPPORTUNITY
LIBRARY ASSISTANT
TEMPORARY UNTIL INCUMBENT RETURNS**

**Michael Donovan Library, Provincial Resource Library Division
St. John's, NL**

DUTIES: This position reports to the Library Technician IIA and acts as library assistant supporting the operation of the Michael Donovan Branch Library. There is responsibility for: general circulation duties involving the automated library circulation system; assistance to patrons with materials requests in various formats and with online resources; preparing and conducting children's and adult programs; scheduling class and public visits and orienting them to the library; preparing posters and displays, shelving books and periodicals; and related work. Relief duty at the Children's Library, other St. John's branches and Second Floor Circulation at the A.C. Hunter Library may be required.

This Position Requires Day, Evening and Weekend Work.

QUALIFICATIONS: Requires a good knowledge of adult, young adult and children's services and collections, information tools including e-resources, and circulation policies and procedures. Must demonstrate good communication, organizational and interpersonal skills, and have the ability to work as a team with other staff. The candidate must be customer service focused, be a problem solver, and have an interest in reading. Required qualifications would normally be obtained through related experience and training combined with experience in a public library. A high school diploma is required. Knowledge of Horizon would be an asset. Other combinations of education and experience may be considered. 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: 35 regular hours per week
CLOSING DATE: May 21, 2019
COMPETITION #: PILRB-LA-19-13
PAY RANGE: CG 22: \$35,635.60 - \$39,075.40 per annum

How To Apply:

Applications, quoting Competition Number PILRB-LA-19-13, should be submitted:

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

By Fax: (709) 737-2660

By Email: sprior@nlpl.ca

For additional information on this position, call (709) 737-3418.

This competition is open to **employees of the Public Service** including those on lay-off status, but does not include students.

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.