



Newfoundland & Labrador
Public Libraries

Provincial Information and Library Resources Board

**INTERNAL
EMPLOYMENT OPPORTUNITY
LIBRARY TECHNICIAN I
TEMPORARY, UNTIL INCUMBENT RETURNS**

**Lewisporte Public Library
Central Division, NL**

DUTIES: This position involves working in a single staff library and the candidate is responsible for: technical work including registering new borrowers and 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.

This Position Requires Day, Evening and Weekend Work.

QUALIFICATIONS: The candidate will be customer service focused and have some experience in administrative or clerical work including: knowledge of computers and computer programs; good communication and organizational skills; knowledge of books and reading; 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 high school diploma or equivalent is required and some post-secondary education is preferred. 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: 30 regular hours per week
CLOSING DATE: August 20, 2019
COMPETITION #: PILRB-LTI-19-27
PAY RANGE: CG 24: \$20.71 - \$22.81 per hour

How To Apply:

Applications, quoting Competition Number PILRB-LTI-19-27 should be submitted:

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

By Fax: (709) 651-5351

By Email: tmurphy@nlpl.ca

For additional information on this position, call (709) 651-5350.

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.

08/06/19