



Newfoundland & Labrador
Public Libraries

Provincial Information and Library Resources Board

**INTERNAL
EMPLOYMENT OPPORTUNITY
LIBRARY TECHNICIAN I
(EASTERN DIVISION OFFICE)
PERMANENT**

**Eastern Division Office
St. John's, NL**

DUTIES: The Library Technician I in the Eastern Division office is responsible for the accurate and timely performance of administrative duties in support of the division's librarians and division manager. The duties include maintaining staff attendance records, preparing orders for supplies and services, compiling the division's year-end reports as well as the libraries' petty cash and revenue reports, and other duties as required.

QUALIFICATIONS: The successful candidate must demonstrate effective oral communication, organizational, and analytical skills. Must be able to establish and maintain effective working relationships with other staff, be willing to learn, and possess a careful attention to detail. Knowledge of Horizon would be an asset. The required qualifications would be obtained through graduation from high school coupled with course work in office administration or other equivalent college program. Other combinations of education and experience may be considered. Candidates will be required to provide a clear Criminal Records 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: December 10, 2019
COMPETITION #: PILRB-LTI-19-48
PAY RANGE: CG 24 - \$20.71 - \$22.81 per hour

How To Apply:

Applications, quoting Competition Number PILRB-LTI-19-48, should be submitted:

By Mail: Mr. Andrew Lockhart
Chair, Selection Board
Newfoundland and Labrador Public Libraries
Eastern Division
Administrative Offices
Arts and Culture Centre
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 workplace 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.