



**Department of Post-Secondary Education,  
Training and Labour  
LIBRARY ASSISTANT (ASL3)  
Full-time  
Open Competition  
Kedgwick**

The Department of Post-Secondary Education, Training and Labour is seeking an individual to join the New Brunswick Public Library Service as a Library Assistant at the Kedgwick Public Library.

As a member of the Library team, the successful candidate will actively participate in the planning, coordination and delivery of programs and services for children and adults; assist in promoting the library and its services; maintain positive relations with the community; oversee the day to day provision of circulation services; act as a resource person and trainer for the automated library system; provide reader's advisory and intermediate level reference service using traditional and electronic resources; orient and assist patrons in the use of information technology and information literacy; assist in delegating tasks and in assessing the work of volunteers, summer students and employment program personnel; ensure the day to day maintenance of the library facility; oversee the collection of library statistics; participate in committees; and assist with other library functions as required. He / She will also assist in the maintenance of collections by suggesting materials for purchase, shelving materials, and conducting shelf reading.

**ESSENTIAL QUALIFICATIONS:** A high school diploma supplemented by one (1) year post-secondary diploma and three (3) years experience working with the public including one (1) year of relevant experience delivering programs or services; OR completion of a formal library/information study program and two (2) years experience working with the public. An equivalent combination of training and experience may be considered.

**Written and spoken competence in French is required.** Please state your language capability.

Applicants must clearly demonstrate the essential qualifications to be given further consideration. Please ensure that the preferred language for assessment is identified on your resume.

The following operational requirements are also required: This position requires daytime, evening and weekend work based on schedules. Working with library collections will involve some lifting on occasion.

Prior to appointment, the successful candidate will be required to obtain a criminal record check for work with the vulnerable sector.

**BEHAVIOURAL COMPETENCIES:** The successful candidate will possess the following behavioural competencies: Client Service Orientation; Concern for Order; Effective Interactive Communication; Results Orientation; Teamwork and Cooperation.

**TECHNICAL COMPETENCIES:** The successful candidate will possess the following technical competencies: Ability to use Office Technology, Software and Applications; Presentation Skills; Written Communication.

Résumés should be in chronological order specifying education and employment in months and years including part-time and full-time employment.

**SALARY:** \$1,436 to \$1,741 bi-weekly.

We encourage applicants to apply on-line at <https://www.ere.gnb.ca/competition.aspx?lang=E&t=Y> or by mail at the following address and received no later than **April 4, 2019**, indicating the competition number: Department of Post-Secondary Education, Training and Labour, Human Resource Services, 500 Beaverbrook Court, Suite 100, P.O. Box 6000, Fredericton, NB, E3B 5H1. This competition may be used to fill future vacancies at the same level.

Telephone: (506) 453-8231  
Fax: (506) 457-6750

We thank all those who apply however only those selected for further consideration will be contacted.

We promote a scent-reduced environment.

As per the *Civil Service Act*, candidates registered with the [Equal Employment Opportunity Program](#) and veterans, who demonstrate they are among the most qualified, shall be given preference at the time of appointment.

We are an Equal Opportunity Employer.

**Competition Number: 18-6233-003**

*The New Brunswick Public Service: Improving the lives of New Brunswickers every day!*