

**WEXFORD COUNTY COUNCIL**

**POST OF LIBRARY ASSISTANT**

**QUALIFICATIONS**

**1. CHARACTER:**

Candidates shall be of good character.

**2. AGE:**

Each Candidate who reaches the age of 65 years prior to appointment will cease to be eligible for appointment.

**3. HEALTH:**

Candidates shall be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service.

**4. EDUCATION, EXPERIENCE:**

Each candidate must have a good general level of education.

- (a) Good level of communication skills;
- (b) An awareness of community based services.

It is also desirable that candidates have a strong commitment to customer service and a working knowledge of current information technology applications.

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**PARTICULARS OF EMPLOYMENT**

1. The employment is wholetime and will be probationary for one year following appointment. Temporary or permanent vacancies may be filled from any panels formed.

2. The office is wholetime, permanent and pensionable.  
Persons who become pensionable employees of a Local Authority who are liable to pay the Class A rate of PRSI contribution will be required in respect of their superannuation to contribute to the Local Authority at the rate of 1.5% of their pensionable remuneration plus 3.5% of net pensionable remuneration (i.e. pensionable remuneration less twice the annual rate of social insurance old age contributory pension payable at the maximum rate to a person with no adult dependant or qualified children).

Persons who become pensionable employees of a Local Authority who are liable to pay the Class D Rate of PRSI contribution will be required in respect of their superannuation to contribute to the Local Authority at the rate of 5% of their pensionable remuneration.

All persons who become pensionable employees of a Local Authority will be required in respect of the Local Government (Spouses and Childrens Contributory Pension) Scheme to contribute to the Local Authority at the rate of 1.5% of their net pensionable remuneration (i.e. pensionable remuneration less twice the annual rate of social insurance old age contributory pension payable at the maximum rate to a person with no adult dependant or qualified children) in accordance with the terms of the Scheme.

For new entrants under the **Single Public Service Pension Scheme** effective from 01/01/2013, superannuation contributions are 3.5% of net pensionable remuneration and 3% of pensionable remuneration.

3. **PROBATION:**

Where a person who is not already a permanent employee of a local authority is appointed, the following provisions shall apply:-

- (a) there shall be a period after such appointment takes effect during which such person shall hold such employment on probation;
- (b) such period shall be one year but the Chief Executive may, at his discretion, extend such period;
- (c) such person shall cease to hold such employment at the end of the period of probation, unless during such period the Chief Executive has certified that the service of such person is satisfactory.

#### 4. HOURS OF DUTY

The successful candidate **must** be available to work weekend and evening work as part of normal roster. The working hours shall be within the times of 9.00 a.m. to 9.00 p.m. subject to review from time to time. Rotas may be amended periodically in response to service needs.

#### 5. SALARY:

The salary shall be fully inclusive and shall be as determined from time to time. The holder of the post shall pay to the local authority any fees or other monies (other than inclusive salary) payable to and received by him/her by virtue of his/her employment or in respect of services which he/she is required by or under any enactment to perform.

€23,353 - €39,109 (LSI 1) Starting pay for new entrants will be at the minimum of the scale. The rate of remuneration may be adjusted from time to time in line with Government pay policy.

#### 6. DUTIES:

Under the general direction and control of the Chief Executive or of such other officer as the Chief Executive may from time to time determine, such appropriate technical, management, executive, supervisory, advisory and ancillary services as may be required by any local authority or body hereinbefore mentioned in the exercise and performance of any of its powers, functions and duties, including the duty of servicing all committees that may be established by any such local authority or body. The holder of the office will, if required, act for an officer of a higher level.

The duties of the Library Assistant shall be consistent with the provision of a modern public library service that is responsive to the changing requirements of customers of all ages and abilities and will include the following:

- (a) Providing frontline library service to the public with an emphasis on excellent customer care.
- (b) Carry out administrative duties relevant to the library service;
- (c) Providing access to library resources including online resources;
- (d) Supporting senior staff in the delivery of library services;
- (e) Using and promoting the use of new technologies;
- (f) Effectively maintaining and promoting stock in the library through shelving and display;
- (g) Assisting in effective library outreach to communities and schools;
- (h) Providing advice and guidance on reading material for adults and children;
- (i) Assisting in the organisation and delivery of events including events for children;
- (j) Promoting the library service through a range of measures to increase engagement;
- (k) Carrying out such other duties as may be assigned from time to time.

The duties shall be such as may be assigned to the employee from time to time by the local authority and shall include the duty of deputising for other employees of the local authority, when required, and such duties as may be assigned to him/her in relation to the area of any other local authority.

**7. HEALTH:**

For the purposes of satisfying the requirement as to health it will be necessary for each successful candidate, before he/she is appointed, to undergo at his/her expense a medical examination by a qualified medical practitioner to be nominated by the local authority. On taking up appointment, the expense of the medical examination will be refunded to the candidate.

**8. RETIREMENT/SUPERANNUATION:**

**Single Public Service Pension Scheme:**

Effective from 1st January 2013, **The Single Public Service Scheme** applies to all first-time new entrants to the public service, as well as to former public servants returning to the public service after a break of more than 26 weeks.

All new entrants to pensionable public service employment on or after 1 January 2013 are, in general, members of the Single Scheme.

Pension Age : Minimum pension age of 66 years (rising to 67 and 68 in line with State Pension age changes). Scheme Members must retire at the age of 70 years.

New entrants to the public service appointed on or after 1<sup>st</sup> April, 2004.

Retirement Age will be determined by the terms of the Public Service Superannuation (Miscellaneous Provisions) Act, 2004. The Act introduces new retirement provisions for new entrants to the public service appointed on or after 1<sup>st</sup> April, 2004. For new entrants there is no compulsory retirement age and 65 is the earliest age at which retirement benefits can be paid.

In all other cases, 60 years is the minimum retirement age, with 65 years being the maximum retirement age.

**9. Work Base**

There are 5 Branch Libraries in County Wexford in Wexford Town, New Ross, Bunclody, Enniscorthy and Gorey. Library Headquarters is based in Wexford Town. A mobile library service operates countywide.

The Council reserves the right to assign the successful candidate to any premises/service in use by the Council now or in the future. Changes in location of employment will not result in payment of disturbance money or other compensation.

**10. RESIDENCE:**

The holder of the post shall reside in the district in which his/her duties are to be performed or within a reasonable distance thereof.

**11. RECRUITMENT OF LIBRARY ASSISTANTS**

Selection of candidates for appointment of Library Assistant shall be by means of a competition based on an interview conducted by or behalf of the Local Authority.

The merits of candidates shall, subject to paragraph, be assessed by reference to their suitability for appointment, relevant knowledge and experience.

**12. SHORTLISTING**

A local authority may decide, by reason of the number of persons seeking admission to a competition, to carry out a shortlisting procedure. The number of persons to be invited, in these circumstances, to interview shall be determined by the local authority from time to time having regard to the likely number of vacancies to be filled.

**13. PANELS**

Panels may be formed on the basis of the interviews. Candidates whose names are on a panel and who satisfy the local authority that they possess the qualifications declared for the post and that they are otherwise suitable for appointment may within the life of the panels concerned be appointed as appropriate vacancies arise. The life of the panels will not be more than one year reckoned from the date of their initial formation unless extended.

**14. REFERENCES/DOCUMENTARY EVIDENCE**

Each candidate may be required to submit as references the names and addresses of two responsible persons to whom he/she is well known but not related.

Candidates may be required to submit documentary evidence to the local authority in support of their applications.

**15. PERIOD OF ACCEPTANCE OF OFFER**

The local authority shall require a person to whom an appointment is offered to take up such appointment within a period of not more than one month and if he/she fails to take up the appointment within such period or such longer period as the local authority in its absolute discretion may determine, the local authority shall not appoint him/her.

**WEXFORD COUNTY COUNCIL IS AN EQUAL OPPORTUNITIES EMPLOYER**