

WEXFORD COUNTY COUNCIL
QUALIFICATIONS FOR POST OF
PART TIME - BRANCH LIBRARIAN

1. Character:

Each candidate must be of good character.

2. Health:

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

3. Education:

Each candidate must have attained a suitable standard of education to enable him/her to carry out his/her duties efficiently.

4. Training, Experience, etc:

Candidates must, on the latest date for receipt of completed application forms for the post have:

- (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.

5. Age:

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

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PARTICULARS OF EMPLOYMENT

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

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.

2. **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.

3. **REMUNERATION :**

The person recruited will be remunerated in accordance with the appropriate hourly wage rate as is applied to the post from time to time by agreements to which the Council is a party.

Current Remuneration is €12.10 per hour.

4. HEALTH:

For the purpose of satisfying the requirement as to health, it will be necessary for successful candidates, before they are appointed, to undergo, at their own expense, a medical examination by a qualified medical practitioner to be nominated by the local authority.

5. 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 Part-time Branch Librarian 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;

- (i) Providing frontline library service to the public with an emphasis on excellent customer care.
- (ii) Providing help with book selection and recommendation to adults and children.
- (iii) Assisting in effective library outreach to communities and schools.
- (iv) Using the library management computer system and assisting the public in the use of the library self-service system.
- (v) Assisting the public with research enquiries, use of the internet, computer and online services.
- (vi) Assisting in the organisation and delivery of events including events for children.
- (vii) Shelving and maintaining the library in a neat and tidy manner.
- (viii) Promoting the library service through a range of measures to increase engagement.
- (ix) Carry 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.

Hours of Duty

The post is part-time and hours of duty are currently **18.5** hours per week. Wexford County Council may vary these hours from time to time. 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.

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.

6. The Leave entitlement of a Part-Time Branch Librarian will be calculated pro rata to Library Assistant.
7. Holders of the post shall reside in the district in which their duties are to be performed or within a reasonable distance thereof.

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 1st 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 1st 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. MEDICAL EXAMINATION

For the purpose of satisfying the requirement as to health, it will be necessary for successful candidates, before being appointed, to undergo at their expense, a medical examination by a qualified medical practitioner to be nominated by the local authority. Defects reported as a result of this examination must be remedied before appointment. On taking up appointment, the expense of the medical examination will be refunded to the candidate.

10. RECRUITMENT:

- (i) Selection shall be by means of a competition based on an interview conducted by or on behalf of the local authority.
- (ii) A panel may be formed on the basis of such interview. 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 panel be appointed as appropriate vacancies arise. The life of the panel will not be more than one year reckoned from the date of their initial formation unless extended.
- (iii) 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 to interview shall be determined by the local authority.
- (iv) The County Council will not be responsible for any expenses a candidate may incur in attending for interview.

11. 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.

12. PERIOD OF ACCEPTANCE:

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