

# WEXFORD COUNTY COUNCIL

## POST OF SENIOR LIBRARY ASSISTANT

### QUALIFICATIONS

#### **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. Age:**

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

#### **4. Education, Training, Experience, etc:**

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

- (i) have a good general level of education,
- (ii) have had at least two years satisfactory experience of library work.
- (iii) Good level of communication skills;
- (iv) 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 post is wholetime 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 as follows:

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. SALARY:

The salary shall be fully inclusive and shall be as determined from time to time. Holders of the post shall pay to the local authority any fees or other monies (other than their

inclusive salary) payable to or received by them by virtue of their employment or in respect of services which they are required by or under any enactment to perform.

Salary scale for the post of Senior Library Assistant:

€27,294 - €44,771 (LSI 2)

The rate of remuneration may be adjusted from time to time in line with Government pay policy.

## 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 Senior 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:

- Overseeing and delivering excellent service to the public.
- Liaising with community and education groups.
- Co-ordinating event programme delivery.
- Contributing to publicity and promotional activities including online.
- Contributing to events programme e.g. workshops on library IT, local studies, class visits, story times, workshops, lectures and other events for adults and families.
- Ensuring high standards of health and safety and child protection
- Management of the building / facility and service in absence of more senior officer
- Administration of buildings / facility & equipment maintenance programme
- Supervision of relevant staff attendance and performance management
- Maintenance and review of statistical and financial records
- Maintenance of house-keeping functions within computerised Library System
- Maintenance of stock on site
- Contribution to Library Management Team
- Any other duties that 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 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. RESIDENCE:**

Holders of the post shall reside in the district in which their duties are to be performed or within a reasonable distance thereof.

## **7. RETIREMENT/SUPERANNUATION:**

### **Single Public Service Pension Scheme**

The new Single Public Service Pension Scheme ("Single Scheme") commenced with effect from 1 January 2013.

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.

## **8. 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 local authority may decide, by reason of the number of persons seeking admission to a competition, to carry out a short listing procedure. The number of persons to be invited to interview shall be determined by the local authority.
- (iii) 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 panel be appointed as appropriate vacancies arise. The life of the panel, unless extended, will not exceed 12 months.

- (iv) The County Council will not be responsible for any expenses a candidate may incur in attending for interview.

**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. 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.

**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.

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