



WEXFORD COUNTY COUNCIL

POST OF LIBRARY ATTENDANT

QUALIFICATIONS

1. **CHARACTER:**

Each applicant must be of good character.

2. **HEALTH:**

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

For the purpose of satisfying the requirements as to health, it will be necessary for each successful candidate before he/she is appointed to undergo a medical examination by a qualified medical practitioner to be nominated by the County Council. On taking up employment, the expense of the medical examination will be refunded to the applicant.

Before appointment, the person selected must satisfy the Chief Executive with regard to character, age and health.

3. **EDUCATION, EXPERIENCE ETC:**

Each candidate must have a good general level of education.

(a) Each candidate must possess a standard of education sufficient to enable that person to serve the public satisfactorily, to keep efficiently the required books and other materials, records and accounts.

(b) Each candidate must possess good communication and organisation skills.

In addition to the above, it is desirable that the successful candidate will demonstrate, through completion of their application form and at the interview, that she/he:

- Possesses excellent communication skills and have the ability to provide an excellent standard of customer service in all circumstances.
- Possesses an ability to work effectively within a team, to take instruction and to seek to deliver positive outcomes as required by the varying situations.
- Engage with a wide range of people in a positive manner.
- Possesses good literacy and numeracy skills.
- Have an interest in the library service and playing a role in good service delivery.

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PARTICULARS OF EMPLOYMENT

1. The post is permanent, whole-time 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 dependent or qualified children).

All persons who become pensionable employees of a Local Authority will be required in respect of the Local Government (Spouses and Children's 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 dependent 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:**

The following provisions shall apply to this employment:

- (a) there shall be a period after such employment 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 rate: €16.06 per hour

4. Hours of Duty

Working hours will be based on a 19.5 hour week, to suit library service delivery requirements. There may be a requirement to work additional hours, and these will be payable at the normal hourly rate. Within the 19.5 hour week, weekend and evening work is scheduled as part of normal working rotas. The working hours shall be within the times of 8.30 a.m. to 9.30 p.m. (Monday - Saturday inclusive) subject to review from time to time. Rotas may be amended periodically in response to service needs. The Council reserves the right to alter your hours of work from time to time.

The Attendant will be based initially at Wexford Town Library, however Wexford County Council reserves the right to assign the successful candidate to any premises or 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.

5. The person appointed will be entitled to paid sick leave, in accordance with the Council's policy on sick leave for Employees.
6. The Leave entitlement of a Part-Time Attendant will be calculated pro rata to the wholetime equivalent.
7. The employment will be subject to the provisions of such regulations as may be made from time to time by the Department for Housing, Planning and Local Government.
8. The person appointed shall work under the general direction of the Director of Services, or any employee designated by the Director of Services.
9. The person appointed will use new technology, as required.
10. The person appointed shall undergo such training as may be decided by the Local Authority from time to time.

11. RECRUITMENT:

- (i) Selection shall be by means of a competition based on an interview conducted by or on behalf of the Local Authority, this may include interviews being held remotely.
- (ii) 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 from time to time having regard to the likely number of vacancies to be filled.

- (iii) A Panel may be formed on the basis of the interviews from which future vacancies may be filled. 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 the formation of the panel unless extended.
- (iv) The County Council will not be responsible for any expenses a candidate may incur in attending for interview.

12. **DUTIES:**

The duties of the post are to give to the local authority

- (a) and such other local authorities or bodies for which the Chief Executive, for the purposes of the City and County Management Acts, is Chief Executive.
- (b) and to any other local authority or body with which an agreement has been made by the local authority or by any of the authorities or bodies mentioned in sub-paragraph (a) of this paragraph

under the direction and supervision of the appropriate Director Of Services, such services as may be required by any local authority or body herein before mentioned in the exercise and performance of any of its powers, functions and duties.

The duties of the Library Attendant 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;

- Assisting the public with simple service and directional enquiries
- Assisting the public with use of equipment, e.g. self service machines, photocopiers / printers, microfilm readers. pc reservation, catalogue etc,
- Guiding the public to activity areas and assisting with queues as required
- Assisting in delivery of library programmes by
 - a) Maintaining activity areas, e.g. organising seating, exhibition boards, equipment
 - b) Preparing materials for activities, e.g. multiple copies of hand-outs, newsletters, brochures,
 - c) Distributing publicity materials locally
 - d) Setting up & dismantling exhibitions, materials for lectures and workshops, hospitality
- Assisting in the management of the library collection by
 - a) Adding and withdrawing stock
 - b) Shelving and re-organising elements of the collection and helping to maintain the stock areas in a tidy & orderly manner
 - c) Relabeling shelves & stock areas
 - d) Simple repairs and re-labeling of stock
 - e) Maintaining & tidying collections of brochures and community notice boards
 - f) Maintaining book and other stock displays
- Assisting with organisations of deliveries and dispatches to other locations

- Maintain library areas in good order, to include but not limited to
 - a) Assisting in opening and closing the library or areas within it under direction of the Manager
 - b) Checking & cleaning the toilets regularly as required
 - c) Routine operation of CCTV as required
 - d) General cleaning of the library e.g. sweeping / hovering floors, cleaning windows, balustrades & balcony areas, maintaining stairways
 - e) Picking up litter within the library and in the external grounds, ensuring public ashtrays are
 - f) emptied frequently as required and keeping the grounds clean and tidy
 - g) Basic maintenance of planting
 - h) Oiling locks
 - i) Replacing bulbs
 - j) Depositing rubbish in the refuse area
 - k) Routine review of boiler and fuel hopper and removal of ash as required
- Supporting the health and safety activity within the service by working with the staff to
 - a) Clean up spills in the absence of the cleaner
 - b) Placing safety signs and equipment as required in response to incidents
 - c) Keeping the library tidy including clear passageways entrance and exit areas, equipment and furniture, storage areas
- Delivering post and materials locally
- 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.

13. 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 70 years being the maximum retirement age.

14. 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 or 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 the person.

WEXFORD COUNTY COUNCIL IS AN EQUAL OPPORTUNITIES EMPLOYER