



**CITY OF ALBANY
POSITION INFORMATION
LIBRARY SYSTEMS PROJECT
OFFICER**

POSITION: Library Systems Project Officer

LOCATION: Community Services / Library Services / Albany Public Library

DATE: November 2023

Should the City receive a number of suitable applicants for this role a talent pool may be created for use for future ongoing and temporary roles. This pool is valid for a period of up to 12 months.

CONDITIONS OF EMPLOYMENT:

Agreement: City of Albany Above Award Policy – Local Government Officers and Local Government Officers' (Western Australia) Award 2021

Status: Temporary / Full Time Employment (6 months with possibility of extension)

Salary: Level 4.1 to 4.4 (\$67,588.25 to \$71,036.68 per annum) dependent on skills, knowledge and experience

Ordinary Hours: Monday to Friday, 7.00am to 6.00pm and shall not exceed 152 hours per 4-week cycle

Non-Ordinary Hours: Monday to Friday, 6.00pm to 9.00pm and Saturdays 7.00am to 1.00pm.

Variable work arrangements: Variable work arrangements are available in negotiation with team supervisors/managers and in accordance with the organisation's customer service requirements;

Annual Leave: 4 weeks paid annual leave each year (pro rata)
17.5% leave loading

Long Service Leave: Available after 7 years of service in accordance with the Regulations.

Other Leave: The Officer is entitled to:
a) Personal leave;
b) Compassionate leave; and
c) Parental leave

Superannuation: The City will contribute superannuation payments to a fund/s meeting an amount equal to the Superannuation Guarantee as per the Superannuation Guarantee (Administration) Act 1992 and the Superannuation Guarantee Charge Act 1992.

Probationary Period: 3 months

Medical: Appointment is subject to a pre-employment medical exam

Federal Police Clearance: Appointment is subject to a satisfactory federal police clearance

For further enquiries, please contact Kimberley Stoney, Library Systems Coordinator on (08) 6820 3613.



CITY OF ALBANY HOW TO APPLY LIBRARY SYSTEMS PROJECT OFFICER

Within your application, please provide a **covering letter** of no more than two pages and an up-to-date **resume** telling us about your previous experience in similar roles.

To be considered for interview - your cover letter must clearly address how you meet the key points outlined below.

Your cover letter must also cover the following information:

- Experience in IT systems, technology and online service support and maintenance.
- Experience in a customer service environment with internal and external stakeholders.
- Strong communication, interpersonal, and problem-solving skills.
- Experience leading a small team.
- Experience in libraries at a professional level (desirable).