



**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).