



CITY OF ALBANY POSITION INFORMATION LIBRARY OFFICER

POSITION: Library Officer

LOCATION: City of Albany Library, 221 York St Albany 6330 WA

DATE: July 2025

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

CONDITIONS OF EMPLOYMENT:

Agreement: City of Albany Industrial Agreement 2023

Status: Permanent - Part Time (60 hours a fortnight)

Salary: Level 3.1 to 3.4, (\$69,662.07 - \$74,002.53) dependent on skills, qualifications and experience.

Ordinary Hours: 120 hours per 4 weekly cycle, to be worked;
- Ordinary Hours: Monday to Friday between the hours of 7.00am and 6.00pm and/or
- Non-Ordinary Hours: Monday to Friday 6.00pm to 9.00pm and/or Saturdays 7.00am to 1.00pm.

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 declaration.

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

***For further enquiries, please contact the Library Team Leader, Soraya Majidi on
(08) 6820 3617 or soraya.majidi@albany.wa.gov.au.***



CITY OF ALBANY HOW TO APPLY LIBRARY OFFICER

APPLY ONLINE FOR THIS VACANCY AT www.albany.wa.gov.au

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.

- Demonstrated strong customer service and communication skills, including experience working with the public and an emphasis on strong community focus.
- Relevant experience in public libraries, particularly with literacy programs, library classification systems, and front-facing library services.
- Strong teamwork, organisational, and time management abilities, showing reliability and adaptability in a collaborative environment.
- Digital and technical competency, including proficiency in library software, Microsoft Office, online research, and basic troubleshooting of IT equipment.