



**CITY OF ALBANY  
POSITION INFORMATION  
LIBRARY DIGITAL SERVICES &  
COMMUNICATIONS OFFICER**

<b>POSITION:</b>	Library Digital Services & Communications Officer
<b>LOCATION:</b>	Community Services – Library Services York Street, Albany WA
<b>DATE:</b>	October 2020
<b>CONDITIONS OF EMPLOYMENT:</b>	
Agreement:	City of Albany Enterprise Agreement 2019
Status:	Permanent, Part Time Employment (0.79 FTE)
Salary:	Level 4 (\$62,636.39 to \$65,832.34 per annum) dependent on experience
Ordinary Hours:	120 hours per 4 weekly cycle, to be worked Monday to Saturday between the hours of 7.00am and 8.00pm
Variable work arrangements:	Variable work arrangements are available in negotiation with team supervisors/managers as described in Clause 25 of the City of Albany Enterprise Agreement 2019 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 as set out in and in accordance with the City of Albany Enterprise Agreement 2019
Superannuation:	Council will contribute, on a monthly basis, to a superannuation fund, or funds meeting all legal and statutory requirements an amount equal to 9.5% of the annual salary of the officer (as adjusted from time to time). This contribution by the Local Government is inclusive of any Superannuation Guarantee Charge (as defined in the Superannuation Guarantee (Administration) Act 1992) and the Superannuation Guarantee Charge Act 1992 payable by the Local Government in respect of the Officer.
Probationary Period:	3 months as per City of Albany Enterprise Agreement 2019.
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 Paul Nielsen, Manager Arts & Culture on (08) 6820 3610.***



**CITY OF ALBANY  
HOW TO APPLY  
LIBRARY DIGITAL SERVICES &  
COMMUNICATIONS OFFICER**

**APPLY ON LINE FOR THIS VACANCY AT [www.albany.wa.gov.au](http://www.albany.wa.gov.au)**

**YOU DO NOT HAVE TO ADDRESS SELECTION CRITERIA FOR THIS POSITION**

*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.*

Within your application, please provide a **covering letter** of no more than two pages and an **up-to-date resume** telling us about your suitability for the role.

Your cover letter must also cover the following information, including how you have demonstrated and/or applied those skills.

**Skills**

1. Highly developed time management and organisation skills, including, setting priorities, planning and organising work.
2. Highly developed interpersonal, negotiation and problem solving skills.
3. Well-developed computer skills including:
  - Library Management Systems, Online Databases, Internet, Microsoft Windows 7-10, Microsoft Windows Server 2018 and Microsoft Office 2016 applications.

**Experience and Qualifications**

4. Experience working in a customer service or similar role involving a high degree of exposure to internal and external customers.
5. Experience in IT systems, technology, social media & marketing platforms and online service support and maintenance;
6. Supervisory experience in a customer service environment.
7. Experience in libraries at a professional level (desirable).