



CITY OF ALBANY POSITION INFORMATION ADULT & COMMUNITY SERVICES LIBRARIAN

POSITION: Adult & Community Services Librarian

LOCATION: Community Services / Library Team
Albany Public Library, York Street

DATE: March 2021

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 Enterprise Agreement 2019

Status: Permanent, Part Time Employment

Salary: Level 6.1 to 6.4 (\$74,582.82 to \$79,339.91 per annum, pro rata) dependent on experience

Hours: 130 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

Variable work arrangements: Variable work arrangements are available in negotiation with team supervisors/managers as described in Clause 27 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 KEY SELECTION CRITERIA TITLE

APPLY ON LINE FOR THIS VACANCY AT www.albany.wa.gov.au

PLEASE ONLY ADDRESS THE SELECTION CRITERIA BELOW, NOT THE CRITERIA AS LISTED IN THE POSITION DESCRIPTION

Within your application, please tell us about your previous experience in a similar role addressing the selection criteria below (refer to point 2 under "Completing your Application" on the 'Advice for the Prospective Applicants' page of this information pack.)

KEY SELECTION CRITERIA

Skills

- Ability to motivate and coordinate an effective multi-skilled team and develop and enhance staff performance and skills
- Highly developed customer relations skills with strong customer and community service focus and commitment.
- Sound librarianship and library collection management skills.

Knowledge

- Sound knowledge of and interest in the provision of public library services and programs for adults.

Experience and Qualifications

- Qualifications in Librarianship (Eligibility for Associate Membership of ALIA)
- Considerable experience in libraries at a professional level (minimum 3 years)
- Considerable experience in implementing cultural projects, programmes and services with community groups
- Supervisory experience in a customer service environment.