

DÚN LAOGHAIRE - RATHDOWN COUNTY COUNCIL
Comhairle Contae Dhún Laoghaire-Ráth an Dúin

LIBRARY ASSISTANT
Comp ID 008028

QUALIFICATIONS

1. CHARACTER:

Candidates shall be of good character.

2. HEALTH:

Candidates must be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service.

For the purpose of satisfying the requirement as to health it will be necessary for each successful candidate, before the person is appointed, to undergo at their expense a medical examination by a qualified medical practitioner to be nominated by the Local Authority. On taking up employment, the expense of the medical examination will be refunded to the candidate.

3. EDUCATION, TRAINING, EXPERIENCE ETC:

Each candidate must have a good general level of education

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LIBRARY ASSISTANT
OPEN COMPETITION (008028)

JOB SPECIFICATION

1. The office is wholetime, permanent and pensionable.

2. **SALARY:**

€23,587; €25,136; €25,519; €26,293; €27,423; €28,557; €29,690; €30,513; €31,603;
€32,689; €33,459; €34,538; €35,621; €37,661; €39,109 (LSI)

Entry point to this scale will be determined in accordance with Circulars issued by the Department of Housing, Planning and Local Government.

In accordance with Departmental Circular letter EL 02/2011, a person who is not a serving local authority employee on or after 1st January 2011, will enter the scale for the position at the minimum point.

Rate of remuneration may be adjusted from time to time in line with Government Policy.

The salary shall be fully inclusive and shall be as determined from time to time. The holder of the office shall pay to the Local Authority any fees or other monies (other than inclusive salary) payable to or received by them by virtue of their office or in respect of any service, which they are required by or under any enactment to perform.

3. **SUPERANNUATION CONTRIBUTION:**

Persons who become pensionable officers of a Local Authority who are liable to pay the Class A rate of PRSI contribution will be required in respect of their superannuation to contribute to the Local Authority at the rate of 1.5% of their pensionable remuneration plus 3.5% of net pensionable remuneration (i.e. pensionable remuneration less twice the annual rate of social insurance old age contributory pension payable at the maximum rate to a person with no adult dependant or qualified children).

Persons who become pensionable officers of a Local Authority who are liable to pay the Class D rate of PRSI contribution will be required in respect of their superannuation to contribute to the Local Authority at the rate of 5% of their pensionable remuneration.

All persons who become pensionable officers of a Local Authority will be required in respect of the Spouses and Children's Contributory Pension Scheme to contribute to the Local Authority at the rate of 1.5% of their pensionable remuneration in accordance with the terms of the scheme.

RETIREMENT:

New Entrants recruited to the Public Service on or after 1 January 2013

Pensionable public servants (new joiners) recruited to the Public Service for the first time on or after 1 January 2013 (the commencement date of the Single Scheme) will be members of the Public Service Pensions (Single Scheme and Other Provisions) Act 2012.

Pension age

Minimum pension age of 66 (rising to 67 and 68 in line with State Pension age changes).

Compulsory retirement age

Scheme members must retire at the age of 70.

In all other cases, staff recruited on or after 1 January 2013 who were employed in the Public Service on 31 December 2012 or within a period prior to 31 December 2012 not exceeding 26 weeks will retain their existing pension scheme terms and conditions.

In certain circumstances, e.g. where the public servant was on secondment or approved leave or remains on the same contract of employment, the 26-week rule does not apply.

Incentivised Scheme for Early Retirement (ISER)

It is a condition of the Incentivised Scheme for Early Retirement (ISER) as set out in Department Finance Circular 12/09 that retirees, under that Scheme, are debarred from applying for another position in the same employment or the same sector. Therefore, such retirees may not apply for this position.

4. HOURS OF WORK:

Your normal hours of work will be 37 hours per week. Hours worked may include weekends and late evenings as required by the Library Service. Hours may vary from time to time but will not exceed the normal working week.

5. PROBATION:

Where a person who is not already a permanent officer of a Local Authority is appointed

- a) There shall be a period after such appointment takes effect, during which such person shall hold office on probation;
- b) Such period shall be one year but the Chief Executive may, at his or her discretion extend such period;
- c) Such person shall cease to hold such office at the end of the period of probation, unless during such period, the Chief Executive has certified that the service of such person is satisfactory.

6. ANNUAL LEAVE

Annual leave entitlement for the position of Library Assistant is 27 days per annum in accordance with Department of Environment, Community and Local Government Circular LG(P) 07/2011.

7. DUTIES:

The duties of the office are to give to the local authority and

- (a) to such other local authorities or bodies for which the Chief Executive, for the purposes of the Local Government Act, 2001, is Chief Executive and
- (b) to any other local authority or body with which an agreement has been made by the local authority or by any of the authorities or bodies mentioned in sub-paragraph (a) of this paragraph

Under the general direction and control of the Chief Executive or of such other officer as the Chief Executive may from time to time determine, such appropriate technical, management, executive, supervisory, advisory and ancillary services as may be required by any local authority or body hereinbefore mentioned in the exercise and performance of any of its powers, functions and duties, including the duty of servicing all committees that may be established by

any such local authority or body. The holder of the office will, if required, act for an officer of a higher level.

The duties of the Library Assistant shall be consistent with the provision of a modern public library service that is responsive to the changing requirements of customers of all ages and abilities and will include the following:

- Providing frontline library service to the public;
- Providing access to library resources in house and online;
- Supporting senior staff in the delivery of library services;
- Assisting in the organisation and delivery of events;
- Using IT equipment and software as necessary;
- Carrying out administrative duties relevant to the library service;
- Carrying out such other duties as may be assigned from time to time.

The duties shall be such as may be assigned to the officer from time to time by the Local Authority. The duties will also include deputising for other officers of the Local Authority, when required, and such duties as may be assigned to the person in relation to the area of any other Local Authority.

Library Assistants are required to adhere to and fully co-operate with the flexibility and productivity measures as outlined in Circular Letter LG(P) 07/05 Appendix 1 from the Department of the Environment, Heritage and Local Government as attached.

8. LOCATION & RESIDENCE:

Holders of the office shall reside in the district in which their duties are to be performed or within reasonable distance thereof. Dún Laoghaire Rathdown County Council reserves the right to assign Employees to any premises in use by the Council, now or in the future subject to reasonable notice. Library Assistants appointed will be required to work in any location within the Dún Laoghaire - Rathdown administrative area, including on a relief panel which serves all library branches in Dún Laoghaire - Rathdown.

9. RECRUITMENT:

Pursuant to article 8 of the Local Government (Appointment of Officers) Regulation, 1974, the Minister has given directions as follows:

- i. Selection of candidates for appointment shall be by means of a competition based on an interview conducted by or behalf of the Local Authority. The County Council **will not** be responsible for any expenses a candidate may incur in attending for interview. **The merits of candidates shall be assessed by reference to their suitability for appointment, relevant knowledge and experience.**
- ii. Panels may be formed on the basis of such interviews. Candidates whose names are on a panel and who satisfy the Local Authority that they are otherwise suitable for appointment may within the life of the panel be appointed as appropriate vacancies arise. The life of the panel will not be more than one year reckoned from the date of the formation of the panel unless extended.
- iii. The Local Authority shall require persons to whom appointments are offered to take up such appointments within a period of not more than one month and if they fail to take up the appointments within such period or such longer period as the Local Authority in its absolute discretion may determine, the Local Authority shall not appoint them.
- iv. Completed applications, on the official form, should be typed and should reach Human Resource, County Hall, Marine Road, Dun Laoghaire, Co. Dublin not later than deadline. Applications received after this date will not be considered.
- v. An applicant who withdraws his/her application at any stage of the competition will not be permitted to re-enter the competition at a later stage. Any claim in relation to the late receipt of

application forms will not be entertained unless such claim is supported by a certificate of postage from the appropriate postal authority.

ADDITIONAL RELEVANT INFORMATION FOR APPLICANTS

- The National Vetting Bureau (Children and Vulnerable Persons) Act 2012 to 2016 came into effect on 29th April 2016. The Act places a statutory obligation on DLRCC to ensure that 'any work or activity which is carried out by a person, a necessary and regular part of which consists mainly of a person having access to, or contact with children or vulnerable persons will be subject of Garda Vetting'.
- Subject to the provisions of the Freedom of Information Act 2014, applications will be treated in strict confidence.
- It is important to remember that this is a competitive process for a role where integrity is paramount. Sharing information on the selection / interview process e.g. through social media or any other means, may result in a candidate being disqualified from the competition.
- DLRCC does not allow the unsanctioned use of any type of recording equipment on its premises. This applies to any form of sound recording and any type of still picture or video recording, whether including sound recording or not, and covers any type of device used for these purposes.
- An applicant who is found to be ineligible at any stage of the competition will not be further considered. Provision of inaccurate, untrue or misleading information will lead to disqualification from the competition, withdrawal of employment offer or dismissal.
- A candidate who does not attend for interview when and where required by the Council, or who does not, when requested, furnish such evidence as Dun Laoghaire Rathdown County Council require in regard to any matter relevant to his/her candidature, will no longer be considered for selection.
- Any claim in relation to the late receipt of application forms will not be entertained unless such claim is supported by certified evidence of postage from the appropriate postal authority.
- Based on information supplied on the application form, Dun Laoghaire Rathdown County Council reserves its right to shortlist candidates in the manner it deems most appropriate. The Council may decide, by reason of the number of persons seeking admission to a competition, to carry out a shortlisting procedure.

Note Re: Canvassing

Any attempt by a candidate himself/herself, or by any person(s) acting at his/her instigation, directly or indirectly by means of written communication or otherwise, to canvas or otherwise influence in the candidate's favour, any member of the staff of the County Council, or person nominated by the County Council to interview or examine applicants will automatically disqualify the candidate for the position he/she is seeking.

Applications on the official form should reach the Human Resources Department, County Hall, Marine Road, Dun Laoghaire, Co Dublin not later than **Thursday 28th March 2019 at 4pm.**

**Dun Laoghaire Rathdown County Council is an equal opportunities employer
and welcomes applications from people with disabilities**

Appendix 1 – Circular Letter LG(P) 07/05 dated 24th May 2005

Flexibility Measures

- **Information Communications Technology**

1. Library staff must continue to support the ongoing development of Internet Access in the Public Library Service and will support Government commitment to information access through Public Libraries.
2. Library staff must co-operate with the use of public libraries in providing access to local authority services by the public.
3. Library staff must continue to co-operate fully with ongoing staff training and development programmes.

- **Service provision**

Library staff will facilitate the integration of the library service with wider local authority services, particularly in the area of service delivery and information provision.

- **Social Inclusion**

1. Library staff must continue to assist individuals, groups and sections of society who experience difficulties in making contact with or use of public library services.
2. Library staff must continue to assist in the provision of access to library services to people with disabilities.
3. Library staff must continue to assist in developing library services and provide access and facilitates for marginalised groups.

- **Access**

1. Library staff will co-operate with measures necessary to improvement the level and range of library opening hours.
2. Library staff must co-operate with the tailoring of library opening hours and services to suit the needs of the community.

- **Arts and Culture**

Library staff must continue to co-operate with relevant arts agencies both national and local in the development and delivery of the arts through the public library network.

- **Personal development**

Training and development programmes will be developed within which staff will be encouraged to develop their own potential.