



Comhairle Chontae Liatroma Leitrim County Council

Candidate Information Booklet (Please read carefully)

Post of:
Librarian (Grade V)
Local Studies – Ballinamore Library

Closing Date: 4:00pm on Thursday, 29th January 2026

Important Notes

Completed Application Form (***inclusive of all other required documentation***) must be emailed in **PDF Format only** as **One Single Document** (not individual scanned documents) to jobs@leitrimcoco.ie.

Please quote '**Librarian Application**' followed by your **name** in the subject line of the email.

Note: Hard copy Application Forms will not be accepted

General Information:

County Leitrim, located in the North West of Ireland, has a growing economy, picturesque landscape, vibrant communities and a strong arts and cultural sector. Leitrim County Council's vision is to build an economically strong, creative, inclusive county, making Leitrim the best place to live, work, invest and visit. Key to the achievement of our priorities and objectives is a skilled and committed workforce, supported by enabling technologies, efficient work processes and learning and development opportunities. We are committed to the training, support and encouragement of our staff and we offer benefits across family friendly initiatives, personal development and wellbeing of staff.

The Role

Leitrim County Council is seeking applications from suitably qualified candidates with relevant experience for the position of **Librarian**, with assigned responsibility for Local Studies within Leitrim Library Service.

The Librarian post is a professional management level role responsible for the delivery and development of library services. It involves managing staff, resources, programmes and service areas. The current vacancy is within the Local Studies section of Leitrim Library Service, based in Ballinamore Branch Library. The successful candidate will be responsible for the supervision, promotion and development of Leitrim County Library Local Studies function and service development of local studies county wide.

The successful candidate will work as part of a multidisciplinary team within the Library Service, assisting with the implementation of work programmes to achieve goals, targets and standards set out in the Library Development Plan and Team Plans and which support actions identified in the National Public Library Strategy 2023-2027 'The Library is the Place'. The successful candidate will be expected to use initiative and work to a high standard. He/she will work under the direction and management of the library senior management team, comprising Executive Librarian, Senior Executive Librarian and County Librarian.

Leitrim Library Service manages and supports a network of 8 branch libraries, 2 of which offer a 'My Open Library' Service. The branch libraries are strategically located across the county. Leitrim Library Services houses the Local Studies Collection for County Leitrim in Ballinamore Branch Library. This Librarian post, in charge of Local Studies, will be based in Ballinamore Branch Library located in our Library Headquarters building in Ballinamore, Co. Leitrim.

The Library Service is constantly innovating and diversifying in a dynamic and changing environment, taking advantage of technological advancement in particular to deliver a wide and varied range of front-line services to users.

The Council is seeking a dynamic, creative and motivated individual to fill the role of Librarian in Leitrim Library Service. The successful candidate will assist in fulfilling the library vision of being open, accessible, a focal point for communities and delivering quality customer service.

As the Library Service is a county-wide service, staff may be required to provide cover at, and may be reassigned to, any service point within County Leitrim as required by the County Librarian.

The Qualifications:

1. Character

Candidates shall be of good character.

2. Health

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

3. Citizenship:

Candidates must, by the date of any job offer, be:

- i. A citizen of the European Economic Area (EEA). The EEA consists of the Member States of the European Union, Iceland, Liechtenstein and Norway; or
- ii. A citizen of the United Kingdom (UK); or
- iii. A citizen of Switzerland pursuant to the agreement between the EU and Switzerland on the free movement of persons; or
- iv. A non-EEA citizen who is a spouse or child of an EEA or UK or Swiss citizen and has a stamp 4 visa; or
- v. A person awarded international protection under the International Protection Act 2015 or any family member entitled to remain in the State as a result of family reunification and has a stamp 4 visa or
- vi. A non-EEA citizen who is a parent of a dependent child who is a citizen of, and resident in, an EEA member state or the UK or Switzerland and has a stamp 4 visa

4. Education, Training, Experience, etc.

Each candidate must, on the latest date for receipt of completed application forms:

- (a) Hold a degree (level 8 on the National Framework of Qualifications) in the area of Library and Information Studies

Notes:

- **Candidates must submit a copy of educational qualifications meeting the requirements of 4(a) above with their application.**
- **Applications received without the necessary documentation will be deemed ineligible and will not be considered further.**
- **Non-Irish Qualifications must be accompanied by a determination from Quality and Qualifications Ireland (QQI) to establish their comparability against the Irish National Framework of Qualifications. Foreign Language qualifications must also be accompanied by a translation document.**

Candidates must also hold a current valid and unendorsed driving licence in respect of category B vehicles or equivalent in the EU Model Driving Licence and must advise if this is not the case. A copy of Licence must be submitted with your application.

The Ideal Candidate Shall Have:

- Satisfactory experience of library work.
- Knowledge of the structure and functions of the local government library service, of current issues, future trends and strategic direction of library services.
- A strong understanding of the role of the Librarian and of the future development of library services.

- An understanding of the changing environment within which Leitrim County Council, and Leitrim Library Service, operates and be capable of adapting to change to deliver quality services to our citizens.
- Openness and a willingness to adopt new ways of working and involve others in change.
- Knowledge and experience of operating ICT systems and online resources in a library environment.
- A good understanding of the role of digital technologies in the delivery of public library services.
- A strong capacity to promote and market library services across traditional and digital platforms (including social media).
- The ability to work closely with other Council Departments and with external groups and agencies and to foster and maintain strong and productive working relationships with a range of stakeholders.
- Relevant administrative experience at a sufficiently high level.
- Strong resource, research and project management skills.
- Strong judgement, supervisory management and decision-making skills.
- Strong interpersonal and communications skills.
- An ability to work effectively within a team to achieve a common goal, ensuring standards are adhered to and maintained whilst also being capable of working on their own initiative, in an independent environment and without supervision.
- An ability to manage time and workload and to plan work and allocation of resources effectively.
- The ability to prepare and manage budgets.
- The ability to provide excellent customer services.
- Good knowledge and awareness of Health and Safety Legislation and Regulations, the implications for the organisation and the employee, and their application in the workplace.
- Flexibility and availability to work outside normal office hours as required.

Competencies for the Post:

Key Competencies for the post include the following and candidates will be expected to **demonstrate sufficient evidence within their application form** of competence under each of these. Please take particular note of these when completing the application form as any short-listing or interview processes will be based on the information provided by candidates.

Delivering Results / Communicating Effectively	<ul style="list-style-type: none"> • Translates the business or team plan into clear priorities and actions for their area of responsibility. • Plans and prioritises work and resources effectively having regard to corporate priorities and operational objectives. • Implements high quality service and customer care standards. • Acts decisively and makes timely, informed and effective decisions, pinpointing critical information and addresses issues logically. • Proactively identifies areas for improvement and develops practical suggestions for their implementation. • Develops and maintains positive, productive and beneficial working relationships. • Demonstrates effective verbal and written communication skills.
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Performance Management	<ul style="list-style-type: none"> • Leads and works with the team to achieve corporate objectives. • Effectively manages performance. • Ability to develop and deliver programmes and projects and to work to strict deadlines. • Ability to work on own initiative as well as an integral part of a team. • Is a self-starter, strong on research and maintains resilience in securing buy in and commitment to overall concepts or projects. • Strong organisational skills including meeting facilitation and administration. • Understands and implements change and demonstrates flexibility and openness to change.
Personal Effectiveness	<ul style="list-style-type: none"> • Takes initiative and is open to taking on new challenges or responsibilities. • Manages time and workload effectively in an environment with significant complexity and pace. • Has strong resource and project management skills. • Maintains a positive and constructive and enthusiastic attitude to their role. • Acts with integrity and encourages this in others. • Keeps up to date with current developments, trends and best practice in their area of responsibility.
Knowledge, Experience and Skills	<ul style="list-style-type: none"> • Demonstrates knowledge of local and national policies and plans as they relate to the library service. • Knowledge and understanding of the structure and functions of modern public library services and the role of Librarian in this context. • Demonstrates required specialist knowledge, understanding and training for the role. • Range and depth of relevant experience • Experience of working as part of a multi-disciplinary team. • Experience of preparing and presenting reports.

The Principal Terms & Conditions:

The post is **wholtime, permanent and pensionable** and will be based in **Leitrim Library HQ in Ballinamore, County Leitrim**.

A panel will be formed from which Senior Executive Librarian vacancies arising during the lifetime of the panel (12 months) may be filled.

1. Duties

The main duties and responsibilities of the **Librarian** will be consistent with the provision of a modern 21st Century Public Library Service that is responsive to the changing requirements of users of all ages and abilities.

The duties will include but are not limited to the following:

- Managing the day-to-day operation of the Local Studies Service.
- Managing, developing and promoting the Local Studies Service on a countywide basis, ensuring high-quality service delivery aligned with library policies, strategies, and national standards.

- Overseeing the development, preservation, and management of the local studies collection, including secure storage, cataloguing, classification, indexing, and access.
- Managing and developing the Leitrim Library Digital Archive and supporting initiatives to improve digital access to local studies material.
- Providing professional frontline services to the public, including responding to branch and local studies enquiries.
- Preparing and monitoring the annual budget for Local Studies and seeking external funding opportunities where appropriate.
- Preparing reports, service analyses, and performance information as required.
- Carrying out administrative and general service duties as required.
- Working closely with the Senior Library Assistant to organise staff rotas and ensure adequate staffing and operational cover for the branch.
- Providing relief cover across branch services, including evening and weekend duties, as required to ensure continuity of service delivery.
- Planning, organising and delivering programmes, exhibitions, events, and outreach initiatives to engage the community with the local studies collection.
- Planning, promoting and implementing programmes for children and young adults, including networking with local schools and teachers and coordinating national literary initiatives at local level.
- Promoting the Local Studies Service and wider library services through a range of communication channels, including social media, local media, publications, and displays.
- Developing and maintaining partnerships and cooperative relationships with heritage, cultural, and educational organisations, including other Council departments.
- Facilitating the integration of local studies into library policy, strategic planning, and service development, making recommendations as appropriate.
- Contributing to county, regional, and national initiatives relevant to local studies and library service development.
- Working collaboratively on relevant projects, including the Commemorations Programme for County Leitrim.
- Working collaboratively with library staff across branches and teams to ensure an integrated and customer-focused library service.
- Communicating and liaising effectively with staff, management, elected members, library users, and other stakeholders on relevant operational matters.
- Supporting the County Librarian in communicating, implementing, and managing change initiatives within the Local Studies Service.
- Ensuring all local studies activities comply with relevant legislation, policies, and procedures, including copyright, data protection, Health and Safety and Child Safeguarding.
- Working in compliance with Health and Safety legislative requirements, policies and procedures and safe systems of work.
- Participating in corporate activities and responsibilities appropriate to the grade.
- Undertaking any other duties appropriate to the grade and nature of the post as may be required or assigned from time to time.

The particular duties and responsibilities attached to the post may vary from time to time, without changing the general character of the duties or level of responsibilities entailed. The post holder may therefore be required to perform duties appropriate to the post, other than those detailed above, and to take instructions from and report to, an appropriate Officer or such designated Officer as may be assigned from time to time by the Local Authority.

The role requires flexibility in terms of working hours as the duties may involve working outside of normal office hours.

2. Salary:

The salary scale for the position of Librarian (effective 1st August 2025) will be within the range:

€51,722 – €53,266 – €54,844 – €56,454 – €58,076 – €59,967 (LSI1) – €61,865 (LSI2)

Entry point to this scale will be determined in accordance with relevant Departmental Circulars. Offers of appointment to persons who are not serving local authority employees will be based on the minimum of this scale.

The 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 post shall pay to the local authority any fees or other monies (other than his/her inclusive salary) payable to or received by him/her by virtue of the post or in respect of any services, which he / she is required by or under any enactment to perform.

3. Residence:

The holder of the post shall reside in the district in which his or her duties are to be performed or within a reasonable distance thereof and will be required to serve in the Local Authority's Offices, or wherever assigned by the Local Authority.

The holder of the post will be based in **Ballinamore Branch Library**. Leitrim County Council reserves the right to, at any time, re-assign an employee to any Branch Library now or in the future. Leitrim County Council reserves the right to, at any time, assign an employee to any base or to any premises in use by the Council now or in the future.

4. Probation:

All contracts will be subject to a probationary period, during which the performance of the successful applicant will be regularly evaluated.

Where a person is permanently appointed to Leitrim County Council the following provisions shall apply:

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

Employment may be terminated by either party during probation or at the end of the probationary period on one week's notice.

5. Health:

For the purpose of satisfying the requirement as to health it will be necessary for each successful candidate, before he/she is appointed to a permanent position, to undergo a medical examination by a qualified medical practitioner to be nominated by the local authority.

6. Annual Leave:

The annual leave entitlement for this post will be 30 days per annum.

7. Working Hours:

The normal hours of work will be 35 hours per week. The successful candidate will be required to work their contracted hours across a 6-day period from Monday to Saturday and this will include weekend and late evening working hours. Rotas may be amended from time to time in response to service needs.

The Council reserves the right to alter hours of work from time to time as required for effective delivery of the Library Service.

The successful candidate may be required to work additional hours on a time off in lieu basis on various occasions.

All hours of work will be subject to and recorded in accordance with the provisions of the Organisation of Working Time Act, 1997 and the Organisation of Working Time Act (Regulations) 2001.

8. Superannuation:

All new entrants to pensionable public service employment on or after 1st January 2013 will be members of the Single Public Service Pension Scheme.

All members of the Single Public Service Pension Scheme will be required to contribute 3.5% of net pensionable remuneration plus 3% of pensionable remuneration. Pension and retirement lump sums for member of the Single Public Service Pension Scheme will be based on career-average pay; pensions will be co-ordinated with the State Pension Contribution Scheme.

Persons who are pensionable under the Local Government (Superannuation) (Consolidation) Scheme 1998, and are liable to pay the Class A rate of PRSI contribution, will be required in respect of superannuation to contribute to the local authority at the rate of 1.5% of 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). You will also be required in respect of the Local Government (Spouses and Childrens' Contributory Pension) Scheme to contribute to the local authority at the rate of 1.5% of pensionable remuneration in accordance with the terms of the Scheme.

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 his/her superannuation to contribute to the local authority at the rate of 5% of pensionable remuneration. You may also be required to pay Spouses and Children/Widows and Orphans contributions at the rate of 1.5% of pensionable remuneration.

9. Retirement Age:

The Single Public Service Pension Scheme ("Single Scheme") as provided by the Public Service Pensions (Single Scheme and Other Provisions) Act 2012 commenced with effect from 1st January 2013. The act introduced new retirement provisions for new entrants to the public service appointed on or after 1st January 2013, as well as to former public servants returning to the public service after a break

of more than 26 weeks. In accordance with Circular Letter 24/2020 Single Pension Scheme Members normal retirement age will be in line with the age of eligibility for the State Pension (Contributory). Compulsory Retirement Age will be 70.

There is no mandatory retirement age for “new entrants” to the public service as defined in the Public Service Superannuation (Miscellaneous Provisions) Act 2004.

Anyone who is “not a new entrant” to the public service, as defined in the Public Service Superannuation (Miscellaneous Provisions) Act 2004, had been subject to a compulsory retirement age of 65 years – the Public Service Superannuation (Age of Retirement) Act 2018 provides for an increase in the compulsory retirement age of most pre-2004 public servants from age 65 to age 70.

10. Pension Abatement:

If an appointee has previously been employed in the Civil or Public Service and that appointee is entitled to, or in receipt of, a pension from the Civil or Public Service, or where a Civil/Public Service pension comes into payment during the appointee’s re-employment, that pension will be subject to abatement in accordance with Section 52 of the Public Service Pensions (Single Scheme and other Provisions) Act 2012.

Please note: In applying for this position you are acknowledging that you understand that the abatement provisions, where relevant, will apply. It is not envisaged that the employing Department/Office/Body will support an application for an abatement waiver in respect of appointments to this position.

11. Drivers Licence / Travel:

Holders of the post shall be required to possess a current unendorsed full driving license (Category B) and shall drive a motor car in the course of their duties and for this purpose provide and maintain a car to the satisfaction of the local authority. The post holder’s Insurance policy must cover such use and must indemnify Leitrim County Council.

Travel and subsistence expenses will be paid in accordance with nationally agreed rates applicable in the sector.

12. Outside Employment

The position is whole-time and the employee may not engage in private practice or be connected with any outside business which would interfere with the performance of official duties.

13. Garda Vetting:

The successful candidate may be subject to the Garda Vetting Procedures in line with the provisions of the National Vetting Bureau (Children & Vulnerable Persons) Act 2012 to 2016 as appropriate in advance of appointment and on a periodic basis thereafter for the duration of their employment.

14. Data Protection:

Please note that the information received is used solely for the purpose of considering your application. Such information held is subject to the rights and obligations set out in the Data Protection Acts, 1988, 2003 & 2018 and EU Regulation 2016/679.

SELECTION PROCESS:

- (i) Selection shall be by means of a competition based on an interview conducted by or on behalf of the local authority.
- (ii) Leitrim County Council reserves the right to shortlist applications on the basis of information supplied on the application form, and only those shortlisted will be called for interview.

- (iii) Candidates called for interview will be assessed on the **competencies** for the post as set out above.
- (iv) A panel may be formed on the basis of such interview. Candidates whose names are on a panel and who satisfy the local authority that they possess the qualifications declared for the office and that they are otherwise suitable for appointment may, within the life of the panel, be appointed to this post. The life of the panel will not be more than one year from the date of formation of the panel.
- (v) The local authority shall require a person to whom an appointment is offered to take up such appointment within a period of not more than one month and if they fail to take up the appointment within such period or longer period as the local authority in its absolute discretion may determine, the local authority shall not appoint them.

All applications must be made on the official Application Form which is available to download on Leitrim County Council's website www.leitrim.ie or alternatively, contact the Human Resources Department (Email: jobs@leitrimcoco.ie)

Completed Application Forms, inclusive of all required documentation, must be submitted in PDF Format only as One Single Document (not individual scanned documents).

CLOSING DATE:

Completed Application Forms must be submitted by 4:00 p.m. on Thursday, 29th January 2026 via email to jobs@leitrimcoco.ie. Applications received after this **date and time** will not be considered.

Please quote '**Librarian Application**' followed by your name in the subject line of the email.

Candidates will receive an automatic acknowledgement when they submit their application form to the above email. You should check your Spam/Junk Folders in the event that you do not receive this acknowledgement. The onus is on the candidate to ensure that their application has been received and acknowledged.

The responsibility rests with the applicant to ensure that their application form is **received** by the Human Resources Department of Leitrim County Council on time as outlined above. Candidates should ensure that they give themselves sufficient time to allow for any unforeseen circumstances which may arise and which may impact on their application form not being **received** on time.

NOTE:

Applicants are reminded that any attempt by themselves or by any persons acting on their behalf directly or indirectly by means of written communication or otherwise to canvass or otherwise influence in the applicants favour any employee of the County Council or persons nominated by the Chief Executive to interview or examine applicants, will automatically disqualify the applicant for the position they are seeking.

LEITRIM COUNTY COUNCIL IS AN EQUAL OPPORTUNITIES EMPLOYER