



Comhairle Chontae Liatroma Leitrim County Council

CANDIDATE INFORMATION BOOKLET

(Please read carefully)

Post of:

Part-Time Branch Librarian

(Manorhamilton Branch Library – 20 hours per week)

Closing Date: 4:00 p.m. on Thursday, 12th June 2025

Important Notes

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

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

Note: Hard copy Application Forms will not be accepted

The Role:

Leitrim County Council is seeking applications from suitably qualified candidates for the position of Part Time Branch Librarian.

The vacancy arising is in **Manorhamilton Branch Library** (20 hours per week). Any panel formed however may be used to fill vacancies arising across the Library Network in the County within the lifetime of the panel.

Leitrim County Council Library Service manages and supports a network of 8 branch libraries strategically located across the county together with a local studies library which is based in Mohill Library. 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. Leitrim Library Service also engages with Roscommon and Sligo Library Services in relation to the joint delivery of agreed services/programmes through formal collaboration and resource sharing.

The post of Branch Librarian is an entry-level, part-time position in Leitrim Library Service. Branch Librarians make a valuable contribution to the provision of library services by delivering frontline services and by providing support to library management. The duties of the Branch Librarian 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. The ideal candidate for this post will be a highly motivated person, with drive and commitment to delivering quality public services. The Branch Librarian will support the Branch Manager in terms of the day to day running of the library and will report to the Executive Librarian.

The Branch Librarian will perform a role in almost all areas of library service, working as part of the wider library team to promote the library as a focal point for cultural activities, community engagement and lifelong learning. He/she will assist in the management and delivery of a range of both national and local library programmes and initiatives, both in house and online, and will be involved in dealing directly with enquiries from the public, supporting and assisting library members in accessing and using the Library Management System, Self Service technology and the wide range of library online services. Branch Librarians, irrespective of assignment, will also be required to provide relief cover across the Library Service as required.

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 as set out in the Library Development Programme and Team Plans. The successful candidate will be expected to use initiative and work to a high standard. Leitrim County Council is seeking a dynamic, creative, motivated and flexible individual who will contribute positively to fulfilling our Library Service vision of being open, accessible, a focal point for communities and delivering quality customer service.

The Qualifications:

1. Character

Each candidate shall be of good character.

2. Health

Each candidate shall 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:

- (a) A citizen of the European Economic Area (EEA). The EEA consists of the Member States of the European Union, Iceland, Liechtenstein and Norway; **or**
- (b) A citizen of the United Kingdom (UK); **or**
- (c) A citizen of Switzerland pursuant to the agreement between the EU and Switzerland on the free movement of persons; **or**
- (d) 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**
- (e) 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**
- (f) 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, Experience etc.

Each candidate must have a good general level of education.

Note: Candidates must hold a current valid and unendorsed Driving Licence in respect of category B vehicles and must advise if this is not the case - a copy of your Driving Licence must be submitted with your application.

The Ideal Candidate Shall have:

- An understanding of the changing library environment and be capable of adapting to change in order to deliver quality services to our citizens.
- An understanding of the role of a Branch Librarian.
- An understanding and dedication to excellent customer services.
- Energy and enthusiasm with an awareness of community-based services and commitment to the needs of the community.
- Strong interpersonal and verbal and written communication skills.
- Strong organisational and time management skills.
- Strong judgement and capacity for problem solving.
- 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 own initiative, in an independent environment and without direct supervision.
- Ability to develop and maintain positive and productive working relationships with library stakeholders.
- Strong interest in working with children and young adults and, ideally, a proficiency with children's and young adult literature and programming.
- High level of IT proficiency including digital and social media.
- Knowledge and experience of operating ICT systems and online resources in a library environment.

The Duties:

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

- (a) Such other local authorities or bodies for which the Chief Executive, for the purposes of the Local Government Acts, 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 officers as the Chief Executive may from time to time determine, such appropriate services of an administrative, supervisory and advisory nature as are required for the exercise and performance of any of its powers, duties and functions as may be delegated to him or her by the Chief Executive from time to time and shall include the duty of deputizing for other officers of the local authority.

The main duties and responsibilities of the Part Time Branch Librarian will include but are not limited to the following:

- Providing frontline library services to the public.
- Providing access to library resources in house and online.
- Shelving of library material, stock rotation and promotion.
- Issue / return of stock via the automated library management system and promotion of library online services.
- Involvement in Library programming and events.
- Assisting the public with information requests and reference queries.
- Cash management.
- Gathering of relevant statistics; feeding into monthly reporting systems.
- Ensuring that relevant policies and procedures are adhered to including Health & Safety and Child Safeguarding.
- Engagement with schools and other groups and organisations in the community.
- Carrying out such other duties as may be assigned from time to time.

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:

<p>Planning & Organising Work:</p>	<ul style="list-style-type: none"> • Delivers a high standard of service in line with work plans and schedules. • Takes ownership of tasks and is determined to see them through to a satisfactory outcome. • Implements high quality service and customer care standards. • Makes the best use of available resources. • Prioritises work in order to meet agreed deadlines.
<p>Team Work & Communicating Effectively:</p>	<ul style="list-style-type: none"> • Understands own role and personal contribution to the workplace. • Works as part of a team to ensure delivery of library plans and programming. • Relates well to others and maintains positive working relationships. • Has effective written and verbal communication skills. • Has a strong team ethic of co-operation and mutual support. • Represents the organisation positively and professionally when dealing with members of the public and other stakeholders.

Personal Effectiveness:	<ul style="list-style-type: none"> • Takes pride in the quality of service delivered and seeks to improve it. • Takes initiative and is proactive when he or she sees the opportunity to make a contribution. • Is open to taking on new challenges or responsibilities. • Manages time and workload effectively. • Maintains a positive, constructive and enthusiastic approach to their role. • Demonstrates flexibility and openness to change.
Knowledge, Experience and Skills:	<ul style="list-style-type: none"> • Has knowledge and understanding of the structure and functions of local government and in particular the library service. • Understanding of the role of a Branch Librarian. • Strong customer service ethos. • Relevant administrative and customer service experience and skills. • Experience of working as part of a team. • Has knowledge of current local government issues. • Has knowledge and experience of operating ICT systems.

The Principal Terms and Conditions:

1. Particulars of the Position

The position is part-time (20 hours per week), permanent and pensionable and will be located in Manorhamilton Branch Library.

Any panel formed may be used to fill Part Time Branch Librarian requirements arising across the Library Network in the County, within the lifetime of the panel.

While the successful candidate will be initially assigned to Manorhamilton Branch Library, as the Library Service is a county-wide service, it should be clearly understood that staff may be required to provide cover at, and may be reassigned to, any Library Service point within County Leitrim as required by the County Librarian and/or Chief Executive.

Leitrim County Council reserves the right to, at any time, re-assign an employee to any Leitrim County Council Branch Library or work location now or in the future. Leitrim County Council reserves the right to, at any time, assign an employee to any premises in use by the Council now or in the future.

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.

2. Salary:

The salary scale (hourly rate) for the post of Part Time Branch Librarian, applicable from 1st March 2025, is within the range:

**€16.87; €17.82; €18.05; €18.53; €19.22; €19.91; €20.61; €21.11; €21.68;
€22.34; €22.81; €23.47; €24.13; €25.37; €26.25 (LS11)**

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. Holders of the office shall pay to the local authority any fees or other monies (other than their inclusive salary) payable to or received by them by virtue of their office or in respect of services which they are 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.

Leitrim County Council reserves the right to, at any time, re-assign an employee to any Leitrim County Council Branch Library or work location now or in the future. Leitrim County Council reserves the right to, at any time, assign an employee 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. Working Hours:

The working hours for the post will depend on the particular requirements / vacancy arising. The initial vacancy is in Manorhamilton Branch Library and will be on the basis of 20 hours per week.

The successful candidate will be required to work their contracted hours over the Library's working week, from Monday to Saturday, and working hours will include weekend and late evenings.

The Council reserves the right to alter the working hours as required to facilitate the Library Service.

The successful candidate may be required to work additional hours on an 'extra-hours' basis when necessary.

While the successful candidate will be assigned to the relevant Branch Library, as the Library Service is a county-wide service, it should be clearly understood that staff may be required to provide cover at, and may be

reassigned to, any Library Service point within County Leitrim as required by the County Librarian and/or Chief Executive.

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.

6. 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 post, to undergo a medical examination by a qualified medical practitioner to be nominated by the local authority

7. Annual Leave:

The annual leave entitlement for this part time post, which will be allocated in hours, will be on a pro-rata basis to a full-time post (189 hours per annum for a full time post), reflecting the relevant hours per week working arrangement and duration of contract.

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. Retirement age will be in line with the age of eligibility for the State Pension Contributory (SPC). 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. Driving Licence:

Holders of the post may from time to time be required to travel in the course of their duties and for this purpose they shall possess a current unendorsed full driving licence (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. Garda Vetting & References:

The successful candidate will 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.

The appointment of any successful candidate will be subject to receipt of references which are satisfactory to the employer.

13. 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 interviews. Candidates whose names are on a panel and who satisfy the local authority that they possess the qualifications declared for the position 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 by emailing jobs@leitrimcoco.ie.

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

Closing date for receipt of applications is 4:00 p.m. on Thursday, 12th June 2025 via email to jobs@leitrimcoco.ie. Applications received after this date and time will not be considered.

Please quote 'Part Time Branch 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.

NOTES: 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.