COMHAIRLE CONTAE MHUINEACHÁIN

MONAGHAN COUNTY COUNCIL



**Candidate Information**

**Library Assistant**

**Closing Time and Date: 4.00pm on Friday, 24th November 2017**

Monaghan County Council is committed to a policy of equal opportunity.

**INFORMATION FOR CANDIDATES**

**The Role of Library Assistant**

**The Job**

A Library Assistant makes a valuable contribution to the provision of the library service centrally and at local branch level by delivering frontline service and by providing support to library management.

The duties of the Library Assistant will be consistent with the provision of a modern 21st century 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 mediated access to library resources in house and online
* Supporting senior staff in the delivery of library services to the public
* Carrying out administrative duties
* Carrying out such other duties as may be assigned form time to time

Salary Scale:- €22,893 - €38,339 – with annual performance based increases

Annual Leave 27 days per annum

Hours of work 37 hours per week.

**Stages of the Competition**

**Stage 1 - Aptitude Testing**

Stage 1 consists of a **compulsory** Aptitude test.

You will be notified of the date and time of your aptitude test after the closing date. You must attend on the date and time specified. Requests for date or time changes will **not** be considered. You will be placed in order of merit based on the results of your aptitude test. If for any reason you do not attend the aptitude test, your application cannot be given any further consideration.

***Please note you will be required to produce photographic identification on the day of the test, you cannot be admitted to the test if you do not have photo identification ( e.g. Passport, driving licence, student ID card etc.)***

**Stage 2 – Interview**

The numbers called for interview will be determined by Monaghan County Council and will be based on the results of the aptitude tests at Stage 1. Candidates invited for interview will be contacted in advance and will be required to submit a fully completed application form and additional information / documentation.

**Qualifications**

Please see below Qualifications for the post of Library Assistant. Applicants must ensure that they meet the qualifications for the post before returning the completed Expression of Interest form.

**Qualifications**

**Character: Each candidate must be of good character.**

**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.

**Education/ experience, etc.**

 Each candidate must have a good general level of education

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**Desirable Requirements**

1. Appropriate level and experience of relevant ICT Skills, e.g. proficiency in Word, Excel, e-mail etc;

 and

1. Relevant knowledge and skills to undertake the duties of the position, including the ability to:
* take direction/follow instructions
* organise and prioritise work effectively
* work well with the public and colleagues;
* be flexible in their approach to work;
* be able to communicate effectively in a clear and concise manner

**The ideal candidate shall:-**

* Have an understanding of the Council’s purpose and knowledge of public service organisation in Ireland
* Have an ability to work effectively within a team to achieve a common goal, ensuring standards are adhered to and maintained
* Have good interpersonal and communication skills
* Have the ability to provide excellent customer services
* Be motivated to achieve maximum performance by supporting the current Performance Management and Development System (PMDS)
* Have an awareness of Social Media applications
* Understand the changing environment and be capable of adapting to change in order to deliver quality services to our citizens
* Demonstrate good administrative experience
* Have the ability to work on own initiative, in an independent environment and without constant supervision
* Have an awareness of Health and Safety Legislation and Regulations, the implications for the organisation and the employee, and their application in the workplace.

**October 2017**