



**Comhairle Contae
Dhún na nGall**
Donegal County Council

Library Assistant

Information for Candidates

September 2023

1. The Position

The Council is seeking applications from suitably qualified candidates with relevant experience for the position of Library Assistant.

It is proposed to form a panel of qualified candidates from which vacancies will be filled during the lifetime of the panel.

The Library Assistant will report directly to the Librarian/Staff Officer, or such person as may be assigned from time to time by Donegal County Council.

Library Assistants make a valuable contribution to the library service at both local level and centrally by delivering services direct to the public, supporting IT and other systems, and by providing support to library management. The duties of the Library Assistant are consistent with the provision of a modern public library service that is responsive to the changing requirements of its wide range of customers of all ages and backgrounds.

The main role of the Library Assistant is the delivery of the library service (public and/or support) in the geographical and functional areas specified in this role description, in line with the priorities identified in ***The Library is the Place: Information, Recreation, Inspiration*** and ***Cultúr le Chéile: Strategic Plan for Culture Division 2022 - 2026***.

Donegal County Library

The Library Service is based in the Housing, Corporate and Cultural Services Directorate of Donegal County Council.

The Culture Division comprises the Library Service, the Arts Service, the Regional Cultural Centre, the Museum Service, the Archives Service and the County Donegal Heritage Office.

The library network includes 13 libraries and 8 Taobh Tíre community partnership service points. The Central Library in Letterkenny is the largest and the busiest library and includes the main Local Studies research collection and the Europe Direct Centre, in addition to providing public library services. Online library services and resources are developing rapidly, as are the options for self-service including My Open Library Service.

As the Library Service is part of The Culture Division it is expected that Library Assistants will work with colleagues from across the Division on programmes and projects, from time to time.

Note: Applicants are advised that appointments to library services within the Donegal Gaeltacht are required to be competent in the Irish language

2. Role, Duties & Responsibilities

The following is a non-exhaustive list of duties which may be assigned to a Library Assistant:

- Providing frontline services;
- Answering enquiries, helping students and researchers;
- Providing mediated access to library resources in-house and online;
- Using and promoting new technologies and assisting the public in using technology such as self service, internet, online resources, digital equipment, iPads, Android tablets etc.;
- Operating the Library Management System to check-in and out material, update patron records, retrieve information etc.;
- Recommending appropriate books for children and adults of different reading levels and interests;
- Organising library resources and making them available to users;
- Taking an active role in promoting resources, including the organisation, promotion & delivery of events and activities such as storytelling / rhymetime, book clubs, class visits, lectures, community events, festivals publications, exhibitions etc.;
- Assisting in the implementation of the Right To Read, Healthy Ireland at Your Library, supporting Sustainable Development Goals and other national Programmes;
- Providing outreach services to schools and other community organisations;
- Shelving and keeping books and other media in order;
- Sorting, processing, cataloguing and distributing stock;
- Collating statistics and maintaining records;
- Administrative duties incl. financial processing;
- Forging links between the library, other Culture Division Services and Donegal County Council services, the education sector and the community;
- Supporting senior staff in service planning and delivery;
- Providing cover in other libraries when required to maintain opening hours and services;
- Any other duties as required by the County Librarian/Divisional Manager, Culture Division.

3. Qualifications & Requirement of the Post

The Minister for Housing, Local Government & Heritage has declared that the qualifications for the Library Assistant position shall be as set out hereunder:-

(a) Character

Each candidate must be of good character.

(b) 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. Successful candidates will be required to undergo a medical examination carried out by the Council's Occupational Medical advisor prior to appointment.

(c) Education, Training, Experience etc.

Each candidate must have a good general level of education.

A satisfactory competence in the Irish language is deemed desirable and beneficial in relation to any vacancy deemed as requiring same by the Council.

An assessment of this competence will be carried out as part of the recruitment and selection process as appropriate.

Note: Library Assistants appointed to Leabharlann Phobail na Rosann or Leabharlann Phobail Ghaoth Dobhair must be competent in Irish (assessed by separate language test).

(d) Desirable Requirements

It is desirable that candidates have:

- excellent interpersonal and communication (verbal, written & IT) skills;
- an excellent customer service ethos;
- excellent administrative and organisational skills, including time management;
- excellent ICT skills;
- the ability to work productively, both independently and as part of a team;
- initiative and be self-motivated in a workplace environment;
- an interest in information, the local community and its history and culture
- an awareness of Health and Safety, the implications for the organisation and the employee, and their application in the workplace.
- knowledge and understanding of modern public library services;

- knowledge of local policies and plans as they relate to the library service;
- an understanding of the County Council and of the Cultural Division.

4. Particulars of the Post

(a) General

Donegal County Council proposes to create a panel of qualified candidates for the position of Library Assistant.

Candidates for the post of Library Assistant are subject to Garda Vetting. Prior to appointment, candidates must undergo and satisfactorily complete the Garda Vetting process.

(b) Probation

The successful candidate shall be required to be on probation for an initial period, as determined by the Council. This period may be extended at the discretion of the Council.

(c) Remuneration

The current annual pay-scale is €27,146 min to max LSI1 €44,110 (as per Circular EL 01/2023).

Holders of the post will be paid at the appropriate point on the salary scale in accordance with the relevant Department Circular.

New entrants will commence on the minimum point of the scale

(d) Base

As the Library Service is a county-wide service, staff may be located at any service point within County Donegal, as required by the County Librarian. Library Assistants will provide cover at other locations from time to time during which will be covered by appropriate allowances.

(e) Residence

Holders of the post shall reside in the district in which their duties are to be performed or within a reasonable distance thereof.

(f) Working Hours

The normal hours of work will be 35 hours per week, including evenings and weekends as required. The Council reserves the right to alter the hours of work from time to time.

(g) Requirement to Drive

Candidates shall be required:

- a. to possess a full current category B Driving Licence.
- b. to have their own vehicle available for use while performing their duties and the associated costs will be covered by the appropriate allowances.

(h) Conflicts of Interest

The post holder shall not engage in any gainful occupation, other than as an employee of a local authority, to such an extent as to impair the performance of his or her duties as an employee of a local authority or in any occupation which might conflict with the interests of the local authority or which might be inconsistent with the discharge of his duties as a local authority employee.

5. Recruitment Process

A. Application Form

- Applications must be made on the official application form and all sections of the form must be fully completed.
- **Please do not submit a CV with your application.** Only information contained in the application form will be considered as part of the assessment of a candidate's suitability for the post.
- Applications must be submitted in word or PDF format **by email only** to vacancies@donegalcoco.ie
- Applications must be received by the deadline specified on the form.
- Applications that are late, lost or delayed will not be considered unless official evidence showing that the application was sent within the timeframe can be produced.

B. Short-Listing

Candidates may be short-listed for interview on the basis of information supplied. In the event of a short-listing exercise being required, an Expert Panel will convene to examine and assess the application forms against a set of pre-determined criteria, based on the requirements of the job. It is

therefore in your own interest to provide a detailed and accurate account of your qualifications and experience on the application form.

Where it is considered, by reason of the number and standard of applications received, that it would be reasonable not to admit all candidates to the interview, only persons likely to attain at the interview a standard sufficient for selection and recommendation for appointment shall be called for interview.

C. Right to Information and Review

The Council is committed to offering feedback and information to candidates. Any candidate who wishes to do so may request to have a decision or the process reviewed. Any such request must be submitted in writing, stating the grounds of the request and this must be submitted to the HR Dept, Three Rivers Centre, Lifford, Co. Donegal within five working days of the date of notification of a relevant decision.

D. Confidentiality

Subject to the provisions of the Freedom of Information Act 2014, applications will be treated in strict confidence.

E. Other

Appointments to the Council are subject to satisfactory checks with regard to references, qualifications, medical examinations, and Garda Vetting, as applicable.

F. Canvassing Will Disqualify

Any attempt by a candidate (or by any persons acting on their behalf) to canvass or otherwise influence any officer of the Council (or persons nominated by it to interview or examine applicants) in the candidate's favour, either directly or indirectly, by means of written communication or otherwise, will automatically disqualify the applicant for consideration for the position.

G. General Data Protection Regulation

Donegal County Council is committed to protecting your personal data and we comply with our obligations under the Data Protection Acts, 1988 – 2018, and the General Data Protection Regulation.

- Basis for Processing your Personal Information

The basis for processing your personal data is to process your application for the position you have applied for with Donegal County Council under the Terms of the Employment (Information) Act 1994 and Human Resources Department policies and procedures.

When your application form is received, we create a computer record in your name, which contains much of the personal information you have supplied on your application form. This personal record is used solely in processing your candidature. You are entitled to obtain at any time, a copy of information about you, which is kept on record.

- Sharing of Information

Outside of the relevant recruitment team, the information provided in your application form will only be shared for progressing the competition for which you have applied for, with a designated shortlisting and/or interview board.

If, following the competition, you are deemed a qualified candidate and offered a position; the information provided in your application form will form part of your Personnel File.

Furthermore, should you be offered a position and subsequently confirm your interest in the position, the information provided on your application form will be used to request service records and employment references.

- Storage period

Your application will be retained for two years from the date of the competition. Applications that are not progressed to interview stage will be destroyed post competition.

Donegal County Council's Privacy Statement can be assessed at:
www.donegalcoco.ie