CANDIDATES INFORMATION BOOKLET
PLEASE READ CAREFULLY

LIBRARY ASSISTANT
CLOSING DATE: 5.00 PM ON THURSDAY, 13TH OCTOBER 2016
POSITION REFERENCE NO. 55

Dublin City Council is committed to a policy of equal opportunity

Human Resources Department, Dublin City Council,
Civic Offices, Wood Quay, Dublin 8.

Telephone Number: (+353) 1 222 3041
Email: human.resources@dublincity.ie
URL: www.dublincity.ie
Dublin City Council invites applications, on the official form, from suitably qualified persons who wish to be considered for inclusion on a panel from which vacancies for Library Assistant, Dublin City Public Libraries, Culture, Recreation and Economic Services Department, may be filled.

Successful candidates will be subject to Garda Vetting prior to any appointment being confirmed.

Background:

Dublin City Council is responsible for the management and development of the capital city. The City Council is committed to improving the quality of life for all the citizens of Dublin and for those who work in or visit the city on a daily basis. The City Council provides a wide range of local authority services including housing, planning, development, environmental, roads and traffic, leisure and community services. Many of the services including water, drainage, fire and emergency ambulance are provided on a regional basis for the greater Dublin region. Since January 2014 the Council provides water services under a Service Level Agreement on behalf of Irish Water. The City Council has a number of area offices as part of its commitment to service delivery and community development.

The Dublin City Public Library service meets the wide ranging information, education, research and cultural needs of the citizens of Dublin and the region through its Central Library, its network of 20 community based branch libraries, mobile libraries, online services and specialist information points. Through the library service, Dublin City Council actively supports the concept of life-long learning in the community and offers an increasing range of opportunities for young and old alike to develop life chances and new learning skills in a welcoming and inclusive environment.

Library services are constantly under review. The introduction in recent years of contemporary service opportunities and channels such as public access to the internet, wifi and broadband services, libraries websites and to diverse computer and other online learning facilities, underlines the City Council's commitment to the free availability of sources of relevant and comprehensive information, adding new formats and experiences to the library service portfolio. Access to cultural resources, programming and engagement remains a strong service priority. A number of specialist information services are also offered such as the Staff Library based at the Civic Offices, the Open Learning Centre, Business Information Centre, Dublin Local Studies Collection and the City Archives.

The Job:

Library Assistants make 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 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 shall:

- have an understanding of the City 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 communications skills;
• have the ability to provide excellent customer services and have a good understanding of The Customer Charter;

• be motivated to achieve maximum performance by supporting the current Performance Management and Development System (PMDS);

• 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 an 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.

QUALIFICATIONS

The declared qualifications for the post of Library Assistant are as set out hereunder:-

Character:

Each candidate shall be of good character.

Health:

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

Education, Training, Experience, etc.:

Each candidate must have a good general level of education.

PRINCIPAL CONDITIONS OF SERVICE

Duties:

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

(a) the local authorities or bodies for which the Chief Executive 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 referred to in sub-paragraph (a) of this paragraph under the general direction and control of the Chief Executive or of such officers as the Chief Executive may from time to time determine, such appropriate Library, management, administrative, 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 and to exercise such powers, functions and duties as may be delegated to him or her by the Chief Executive from time to time including the duty of servicing all committees that may be established by any such local authority or body. The holder of the post will, if required, act for an officer of a higher level.

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 from time to time.

**Salary:**

The salary scale for the position of **Library Assistant** is:

€21,893; €23,397; €23,768; €24,520; €25,616; €26,717; €27,817; €28,912; €29,980; €31,045; €31,800; €32,857; €33,919; €35,919 (Maximum); €37,339 (1st LSI) (after 3 years satisfactory service on the Maximum).

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

In accordance with Departmental Circular Letter EL02/2011, 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. Holders of the post 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 post or in respect of any services, which they are required by or under any enactment to perform.

**Particulars of Position:**

(a) The post is permanent, whole time and pensionable. The post may, subject to the approval of the City Council, be held by persons on a worksharing basis. Eligibility for worksharing is subject to having one year’s satisfactory service in Dublin City Council.

(b) The holder of the post will be assigned to the Dublin City Public Libraries, Culture, Recreation and Economic Services Department. However, Dublin City Council reserves the right to, at any time, assign an employee to any Department now or in the future.

(c) Dublin City Council reserves the right to, at any time, assign an employee to any premises in use by the City Council now or in the future.
The holder of the post shall reside in the district in which his/her duties are to be performed of within a reasonable distance thereof.

**Probation:**

Where a person is permanently appointed to Dublin City 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 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) the period at (a) above may be terminated on giving one weeks notice as per the Minimum Notice and Terms of Employment Acts;
(e) there will be assessments during the probationary period.

**Superannuation Contribution:**

A person who becomes a pensionable employee of a local authority who is 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).

A person who becomes a pensionable employee of a local authority who is 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.

A person paying Class D rate of PRSI who becomes a pensionable employee of a local authority will be required in respect of the Local Government (Spouses and Children’s 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.

A person paying Class A rate of PRSI who becomes a pensionable employee of a local authority will be required in respect of the Local Government Superannuation (Consolidation) Act, 1998 and the Superannuation (Miscellaneous Provisions) Act 2004, with effect from date of appointment. This scheme is contributory and provides pension, retirement and death gratuities.

In order for a new entrant to the scheme to qualify for a pension, he/she must have served a minimum of two years employment in a local authority.

For new entrants under the **Single Public Service Pension Scheme**, effective from 1st January 2013, superannuation contributions are as follows: 3.5% of net pensionable remuneration and 3% of pensionable remuneration. Pension and retirement lump sum will be based on career-average pay; pensions will be co-ordinated with the State Pension Contributory (SPC).
Retirement:

In general, there is no specific retirement age for appointees to this position. However, for appointees who are deemed not to be “new entrants” as defined in the Public Service Superannuation (Miscellaneous Provisions) Act 2004, retirement is compulsory on reaching 65 years of age.

Effective from 1st January 2013, the Single Public Service Scheme applies to all first-time new entrants to the public service, as well as to former public servants returning to the public service after a break of more than 26 weeks.

Retirement age is set initially at 66 years, this will rise in step with statutory changes in the State Pension Contributory (SPC) age to 67 years in 2021 and 68 years in 2028. Compulsory retirement age will be 70.

Selection Process

Application Form:

All applications must be made on the official application form. This form may be downloaded from DubNet, HR Info, Recruitment, Job Applications Forms. Alternatively, it may be obtained by emailing human.resources@dublincity.ie or by contacting the Human Resources Department, Block 4, Floor 4, Civic Offices, Wood Quay, Dublin 8, telephone number (+353) 1 222 3041.

Recruitment:

Selection shall be by means of a competition conducted by or on behalf of Dublin City Council.

Dublin City Council reserves its right to shortlist candidates in the manner it deems most appropriate. Shortlisting may be on the basis of information supplied on the application form and the likely number of vacancies to be filled. It is therefore in your own interest to provide a detailed and accurate account of your qualifications/experience on the application form.

A panel may be formed on the basis of interviews. A candidate whose name is on a panel and who satisfies the Council that he/she possesses the qualifications declared for the post and that he/she is otherwise suitable for appointment may, within the life of the panel, subject to the appropriate Department of the Environment, Community and Local Government sanction, be appointed as an appropriate vacancy arises. The life of the panel shall be for a period of one year from the date of its formation.

The City Council will not be responsible for any expenses candidates may incur in connection with their candidature.

For the purpose of satisfying the requirement as to health it will be necessary for a successful candidate, who is not already a permanent employee before he/she is appointed, to undergo a medical examination by a qualified medical practitioner to be nominated by the local authority.

Dublin City Council shall require any person to whom an appointment is offered to take up such appointment within a period of not more than one month and if he/she fails to take up appointment within such period or such longer period as the Council in its absolute discretion may determine, the Council shall not appoint him/her.
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 City Council, or who does not, when requested, furnish such evidence as the City Council requires in regard to any matter relevant to his/her candidature, will have no further claim to consideration.

**Confidentiality:**

Subject to the provisions of the Freedom of Information Acts, 1997 and 2003, applications will be treated in strict confidence.

**Canvassing:**

Any attempt by a candidate himself or herself or by any person(s) acting at the candidate’s instigation, directly or indirectly, by means of written communication or otherwise, to canvass or otherwise influence in the candidate’s favour, any member of the staff of the City Council or person nominated by the City Council to interview or examine applicants, will automatically disqualify the candidate for the position being sought.

**Closing Date:**

Completed application forms must be submitted in sufficient time to arrive in the Human Resources Department, Block 4, Floor 4, Civic Offices, Wood Quay, Dublin 8, not later than **5.00 p.m. on Thursday, 13\textsuperscript{th} October 2016.**

Any claim in relation to the late receipt of application forms will not be entertained unless such claim is supported by a certificate of evidence of postage from the appropriate postal authority.

EXECUTIVE MANAGER
HUMAN RESOURCES DEPARTMENT
Dated this day of September 2016

This document is also available in Large Print, High Contrast Print and Braille on request.

*DUBLIN CITY COUNCIL IS AN EQUAL OPPORTUNITIES EMPLOYER*