

Sligo County Council

Candidate Information Booklet (Please read carefully)

Creation of panel for position of :

**Senior Library Assistant (Grade IV)
Comp ID: 005822**

Closing Date : 4:30 p.m. on Thursday 12th November 2026

**Completed Application Form including any required supporting
documentation should be returned by e-mail to:**

jobs@sligococo.ie



Sligo County Council
Comhairle Chontae Shligigh

Sligo.

GENERAL INFORMATION

Sligo County Council is the Authority responsible for Local Government in County Sligo. The corporate headquarters are located at County Hall, Riverside, Sligo and there are three Municipal Districts [Borough District of Sligo (Sligo/Strandhill), Municipal District of Sligo (Sligo/Drumcliff) and Municipal District of Ballymote-Tubbercurry]. Sligo County Council has 18 elected members and approximately 480 staff. The Chief Executive of Sligo County Council is Mr. Martin Lydon and the Cathaoirleach is Cllr. Dara Mulvey.

Sligo County Council provides a diverse range of services across a large geographic area. Key service areas include Planning, Local Enterprise Office, Community and Economic Development, Transportation, Motor Taxation, Water, Environment, Emergency Services along with Housing, Libraries and the Arts. These operations are supported by internal services which include ICT, Corporate, Finance and Human Resource functions.

Sligo Libraries are a widely used service of Sligo County Council. Sligo Library Service lies within the Live, Invest, Visit Directorate of Sligo County Council.

Sligo Library Service provides opportunities in literacy, lifelong learning, skills development and innovation, by giving access to printed and digital resources, and to technology, in socially inclusive spaces where everyone can engage as active communities. The Library Service manages and supports a County wide network of Central Library, two Community Libraries, a Branch Library, a My Open Library service, a Mobile Library Service, and a Local Studies and Archive. The Library Service operates in a dynamic, changing environment, utilising technological advancements to deliver a wide and varied range of in-person and online library services.

THE COMPETITION

Sligo County Council is currently inviting applications from suitably qualified persons for the post of Senior Library Assistant (Grade IV). Sligo County Council will, following the interview process, form a panel for the post from which future relevant vacancies may be filled subject to sanction approval from the Department of Housing, Local Government and Heritage. This panel will exist for one year and may be extended for a further period of one year at the discretion of the Chief Executive. Persons employed will be required to work in any location within the administrative area of Sligo County Council.

THE ROLE

The Senior Library Assistant is a frontline and key support position with a supervisory role within the structure of the Library Service. They make a valuable contribution to the provision of the Library Service centrally and at local branch level by providing support to library management and supervising staff and are a vital link in the team which promotes the library as a focal point for cultural activities, community engagement and lifelong learning.

The successful candidate will work as part of a multidisciplinary team within the Library Service assisting with the implementation of work programmes to achieve required goals, targets and standards.

SLIGO COUNTY COUNCIL EMPLOYMENT BENEFITS

- 30 no. annual leave days per annum (pro-rata)
- A range of Family Friendly Policies
- Availability of Cycle to Work Scheme
- Paid maternity & paternity leave
- Pension Scheme
- Access to services provided under Sligo County Council's Employee Assistance Programme

COMHAIRLE CHONTAE SHLIGIGH / SLIGO COUNTY COUNCIL

SENIOR LIBRARY ASSISTANT (GRADE IV)

QUALIFICATIONS FOR THE POST

1. CHARACTER

Each candidate must 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:

- (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, TRAINING, EXPERIENCE, ETC.

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

- (i) Have a good general level of education
- (ii) Have had at least two years' satisfactory experience of library work.

5. **DESIRABLE SKILLS AND EXPERIENCE**

In addition to the above, the ideal candidate will demonstrate:

- An understanding of the changing library environment and the capability of adapting to change.
- An understanding of the role of a Senior Library Assistant.
- 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, to supervise staff and to plan work and allocation of staff and other resources effectively.
- Good interpersonal and communication skills and an ability to develop and maintain positive, productive and beneficial working relationships.
- The ability to provide excellent customer services.
- The motivation to achieve maximum performance by supporting the current Integrated Performance Management system (IPM).
- Knowledge and experience of operating ICT systems and online resources in a library environment.
- An awareness of health and safety legislation and regulations, the implications for the organisation and the employee and their application in the workplace.

COMPETENCIES FOR THE POST

Candidates are expected to **demonstrate sufficient evidence within their application form** of competence under each of the below headings. Please take particular note of these competencies when completing the application form as shortlisting or interview processes may be based on the information provided by candidates in Section D of the application form.

Delivering Results & Communicating Effectively

- Plans work and allocates staff and other resources effectively.
- Takes ownership of tasks and is determined to see them through to a satisfactory outcome.
- Implements high quality service and customer care standards.
- Is logical and pragmatic in approach, setting objectives and delivering the best possible results with the resources available through effective prioritisation.
- Accurately estimates time parameters for project, making contingencies to overcome obstacles.
- Demonstrates effective verbal and written communication skills.

Performance Management & Teamwork

- Supervises the team or work area to achieve corporate objectives.
- Works as part of a team to ensure delivery of library plans and programming.
- Has a strong team ethic of co-operation and mutual support, sharing information and knowledge as appropriate.
- Relates well to others and maintains positive, productive and beneficial working relationships.
- Addresses conflict or dissatisfaction in a constructive manner.

Personal Effectiveness

- Takes initiative and is proactive when the opportunity to make a contribution arises.
- Manages time and workload effectively.
- Maintains a positive, constructive and enthusiastic attitude to their role.
- Is open to taking on new challenges or responsibilities.
- Demonstrates flexibility and openness to change.
- Acts with integrity and encourages this in others.

Knowledge, Experience & Skills

- Has knowledge and understanding of the structure and functions of local government and in particular, the library service.
- Has knowledge of current local government and library service issues.
- Has a clear understanding of the role, objectives and targets and how they support the service delivered by the library and can communicate this to the team.
- Has relevant experience including experience of working as part of a team.
- Has experience of preparing reports and correspondence.
- Has knowledge and experience of operating ICT systems.

COMHAIRLE CHONTAE SHLIGIGH / SLIGO COUNTY COUNCIL

SENIOR LIBRARY ASSISTANT (GRADE IV)

PARTICULARS OF OFFICE

1. THE POST

The Senior Library Assistant (Grade IV) post is a pensionable whole-time position on the basis of a 35 hour 5 day week. Vacancies arising at this grade will be filled from the panel formed as a result of this competition.

2. DUTIES

The duties of the employment are to give to:

- (a) Sligo County Council under the control of the Chief Executive or his nominee and
- (b) To any other local authority or body with which an agreement has been made by the local authority,

under the general direction and control of the Chief Executive or of such other employee as the Chief Executive may from time to time determine, such appropriate services of an administrative, executive, supervisory, advisory and ancillary nature 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 employment will, if required, act for an employee of a higher level, if qualified to do so.

The principal duties of the post may include, but are not limited to the following:

- Supporting senior library staff in the delivery of library services to the public.
- Provision of ICT support, including the Library Management System and self-service equipment.
- Staff supervision.
- Collection Management and Development – acquisition and cataloguing of library resources.
- Management of financial resources within a budgetary control framework.
- Carrying out administrative duties to include the compilation and reporting of library statistics.
- Management and delivery of new work practices and initiatives.
- Supporting and delivering national programmes and services for all members of the community in reading and literacy, information and learning and community and culture.
- Contributing to library programming, including promotion and marketing.

- Supporting services to early learning and care centres and schools.
- Supporting and promoting 'My Open Library' and self-service technologies.
- Provision of relief cover in branch libraries as required.
- Liaising with community and education groups and other stakeholders.
- Contributing to publicity and promotional activities including online social media platforms.
- Managing and delivering library programming and events to include workshops, class visits, story times, reader development initiatives, exhibitions, lectures and presentations.
- Delivering effective outreach to communities, early learning and care centres and schools.
- Participating and contributing to the organisational response to Climate Action through training and Library programming;
- Ensuring standards and policies are adhered to in terms of Health and Safety, Child Protection and GDPR.
- Carrying out such other duties as may be assigned from time to time.

3. SALARY

The current salary scale for the post is as follows:

€36,474 – €38,622 – €41,672 – €43,673 – €45,425 – €47,120 - €49,406 - €51,063 - €52,761 - LSI 1 €54,367 – LSI 2 €56,015

The remuneration 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 services which they are required by or under any enactment to perform.

Holders of the post will be paid at the appropriate point on the pay scale in accordance with the relevant Departmental Circular. New entrants to the Local Authority will be appointed at the minimum of the scale.

4. SUPERANNUATION

- a) Persons who become pensionable employees of a local authority, who are liable to pay the Class A rate of PRSI contribution, will be required, in respect of their superannuation, to contribute to the local authority at the rate of 1.5% of their 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).
- b) Persons who become pensionable employees of a local authority who are liable to pay the Class D rate of PRSI contribution will be required in respect of their

superannuation to contribute to the local authority at the rate of 5% of their pensionable remuneration.

- c) All persons under (a) and (b) above who become pensionable employees 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 their pensionable remuneration in accordance with the terms of the Scheme.
- d) Persons who are pensionable under the Single Public Sector Pension Scheme, contributions in respect of Superannuation shall be deducted at a rate of 3% of pensionable remuneration plus 3½% 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 dependent or qualified children).

5. PROBATION

There shall be a period after such employment takes effect during which the person appointed will hold the post on probation. Such period shall be six months commencing on the first day of service but the Chief Executive may at their discretion extend such period. Such person shall cease to hold the post at the end of the period of probation or extended period of probation, unless, during such period or extended period, that the service of such person is certified as satisfactory.

6. RETIREMENT AGE

For appointees who are deemed to be “new entrants” as defined in the Public Service Superannuation (Miscellaneous Provisions) Act 2004, there is no compulsory retirement age.

For appointees entering the Single Public Service Scheme, compulsory retirement age will be 70.

For appointees covered under the provisions of the Public Service Superannuation (Age of Retirement) Bill 2018, compulsory retirement age will be 70.

7. RESIDENCE

Holders of the post shall reside in the district in which their duties are to be performed or within a reasonable distance thereof, as determined by the local authority.

8. LOCATION

Sligo County Council reserves the right to assign the successful candidate to any branch of Sligo Library Service now or in the future.

The person appointed will be required to report to their place of work by their own means of transport and at their own expense.

9. METHOD OF SELECTION

- (a) **Selection** shall be by means of a competition based on an interview conducted by or on behalf of Sligo County Council. Interviews will be conducted in person. The Council will not be responsible for any expenses incurred by candidates in attending for interview. A panel will be formed of those who are most successful in the competition. The top performing candidates at final selection interview whose names are placed on the panel and who satisfy the local authority that they possess the qualifications declared for the position and that they are otherwise suitable for employment may within the life of the panel be employed as appropriate vacancies arise.

The life of the panel shall be one year from the date it is formed unless extended by the Chief Executive.

- (b) **Short-Listing:** While a candidate may meet the eligibility requirements of the competition, if the numbers applying for the position are such that it would not be practical to interview everyone, Sligo County Council may decide that a smaller number will be called to the next stage of the selection process. In this respect, the Council provides for the employment of a short-listing process to select a group who, based on an examination of the application forms, appear to be the most suitable for the position. This is not to suggest that other candidates are necessarily unsuitable or incapable of undertaking the job, rather that there are some candidates who, based on their application, appear to be better qualified and/or have more relevant experience.

The short-listing criteria will include the criteria specified for the position. It is, therefore, in your own interest to provide a detailed and accurate account of your qualifications/experience on your application form.

Candidates may be short-listed for final competitive interview on the basis of:

- (a) The information provided on the application form, including education, relevant experience and competency questions, or
- (b) A preliminary interview or
- (c) Appropriate test i.e. aptitude test, etc. or
- (d) any mix of the above.

One or more of the following criteria may apply when short-listing applications either through the application form or preliminary interview:

- Education
- Relevant Work Experience – Range & Depth
- Competencies displayed
- Presentation, accuracy and attention to detail

Those deemed most suitable in relation to the relevant criteria will be called for a final competitive interview.

10. GARDA VETTING & REFERENCES

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.

The appointment of any successful candidate will be subject to receipt of references which are satisfactory to Sligo County Council.

11. MEDICAL EXAMINATION

For the purpose of satisfying the requirements as to health, it will be necessary for the successful candidate before they are appointed to undergo a medical examination by a qualified medical practitioner to be nominated by the local authority.

12. PERIOD OF ACCEPTANCE OF OFFER

The Local Authority shall require persons to whom the position is offered to take up such position within a period of not more than one month and if they fail to take up the position within such period or any longer period such as the local authority in its absolute discretion may determine, the local authority shall not employ them.

13. NORMAL WORKING HOURS

The successful candidate will be expected to work variable hours over the Library's working week from Monday to Saturday, to a total of 35 hours per week over 5 days. The successful candidate will be expected to be scheduled to work as part of a rota which will include work on Saturdays and evenings as necessary.

Sligo County 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 a time off in lieu basis on various occasions.

14. ANNUAL LEAVE

Annual Leave shall be 30 days per annum. Annual leave and public holidays shall be given in accordance with the provisions of the Organisation of Working Time Act, 1997.

15. SICK LEAVE

As per the Sligo County Council's current Sick Leave Scheme and Attendance Management Policy & Procedure, as amended by the Public Service Management (Sick Leave) Regulations 2014 and any subsequent Regulations made from time to time.

16. TRAVEL & SUBSISTENCE ARRANGEMENTS

Travel and subsistence expenses (if applicable) shall be paid in accordance with agreed rates which may be revised from time to time.

17. OUTSIDE EMPLOYMENT

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

18. TRAINING

Successful candidates will be required to undertake any course of training which is determined relevant by Sligo County Council.

19. DATA PROTECTION

Sligo County Council is compliant with Data Protection Legislation including the provisions of the Data Protection Act 2018 and GDPR. To access Sligo County Council's Data Protection Policy and Privacy Statements, please see the following link:

<https://www.sligococo.ie/gdpr/>

Important Notice:

The above represents the principal conditions of service and is not intended to be the comprehensive list of all terms and conditions of employment which will be set out in the employment contract to be signed by the successful candidate.
