

# Office of Executive Librarian

## Information on post

### 1. Pension

The office is wholetime, permanent and pensionable. Further details on the superannuation scheme will be made available to the successful candidate or on request.

### 2. Probation

Where a person who is not already a permanent officer of a local authority is appointed to a permanent office the following provisions shall apply, that is to say –

- (a) there shall be a period after such appointment takes effect during which such person shall hold such office on probation;
- (b) such period shall be one year but the Director may at his/her discretion extend such period
- (c) such person shall cease to hold office at the end of the period of probation unless during such period the Director has certified that the service of such person is satisfactory

### Salary

The salary shall be fully inclusive and shall be as determined from time to time. The current salary scale is below.

<b>Executive Librarian Salary Scale:</b>	€46,512	€47,677	€49,085	€51,730
	€53,309	[maximum]		
	€55,274	[1st LSI-after 3 years satisfactory service at max.]		
	€57,251	[2nd LSI-after 6 years satisfactory service at max.]		

### Duties

The duties of the office shall be as may be assigned to the officer from time to time by An Chomhairle Leabharlanna.

### 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 undergo at his/her expense a medical examination by a qualified medical practitioner to be nominated by An Chomhairle Leabharlanna. On taking up appointment, the expense of the medical examination will be refunded to the candidate.

### Recruitment

Selection of candidates for appointment shall be by means of

- a competitive interview, and
- an Irish language test

#### 6.1.1 Competitive Interview

The competitive interview shall be conducted by An Chomhairle Leabharlanna.

#### 6.1.2 Irish Language Test

It is a requirement of the qualifications for the post that candidates possess a sufficient knowledge of Irish and English to enable him/her to perform the duties of the post in both languages. Candidates shall have their knowledge of English assessed at the interview itself. Knowledge of Irish may be assessed by means of a separate language test or, at the discretion of An Chomhairle Leabharlanna, at the interview. A language test shall consist of conversation on ordinary topics and, to the extent that this may be appropriate, on matters relating to the duties of the office(s) concerned. A knowledge of unusual technical terms shall not be required.

6.2 Shortlisting

An Chomhairle Leabharlanna may decide, by reason of the number of persons seeking admission to a competition, to carry out a shortlisting procedure. The number of persons to be invited, in these circumstances, to interview, and Irish language test, shall be determined by An Chomhairle having regard to the likely number of vacancies to be filled.

6.3 Panels

Panels may be formed on the basis of the interviews and language tests. Candidates whose names are on a panel and who satisfy An Chomhairle Leabharlanna that they possess the qualifications declared for the office and that they are otherwise suitable for appointment may within the life of the panels concerned be appointed as appropriate vacancies arise.

6.4 References/Documentary Evidence

Each candidate will be required to submit as references the names and addresses of two responsible persons to whom he/she is well known but not related.

Candidates are required to submit documentary evidence of Leaving Certificate or equivalent examination results and library qualification in support of their application.

**Timeframe to accept offer of appointment**

An Chomhairle Leabharlanna 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 he/she fails to take up the appointment within such period or such longer period as An Chomhairle in its absolute discretion may determine, An Chomhairle shall not appoint him/her.

**General Information on the post**

Reporting to senior management, the Executive Librarian will liaise with the Assistant Director and Director in relation to planning and implementing the work programme of the Department. The Executive Librarian will manage the work of the SLA and LA on a day-to-day basis and prioritise as required.

See the additional document for more detailed information.