POSITION VACANT

BLAND SHIRE COUNCIL
west wyalong

LIBRARY ASSISTANT
PART TIME

The Opportunity

We are currently seeking a part time Library Assistant to assist in the effective and efficient provision of library services to residents of the Shire. You will be required to assist with the delivery of circulation and reference information services, shelve books and handle cash. This position is part time and requires a minimum of 14 hours of work per week, Monday to Sunday.

What we are looking for in you

- Certificate III in Library and Information Services and/or relevant experience in a similar role
- Current cleared Working with Children Check
- Current Class 'C' Driver License
- Be able to deliver timely customer services in person, over the phone or across multi-communication channels in line with established customer service standards
- Thorough knowledge of WHS & EEO practices and principles.

What we have to offer:

As a valued member of our team, you'll receive the following benefits:

- Competitive salary and opportunity for salary progression
- 5 weeks annual leave
- Access to 6.5 weeks long service leave after 5 years of service
- Flexible work arrangements
- Learning and career development opportunities
- Subsidised Corporate Uniforms
- Allowance, overtime and call out penalties when required
- Hourly rate from $33.08
- Plus an 11.5% Council Superannuation contribution.

How you can apply:

Before applying, please review the POSITION DESCRIPTION.

Please address the questions on the application page on the website https://www.blandshire.nsw.gov.au/your-council/careers . When responding to the questions, please include detailed relevant examples of your skills and experience.

You'll have the opportunity to attach your cover letter and resume.

For more information regarding the part time Library Assistant position, please contact Cathy Lange on (02) 6972 2266.

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CLOSING DATE: 2 SEPTEMBER 2024