

E-Services Specialist

Kalamunda Libraries



The Shire of Kalamunda Public Libraries has an opportunity for a highly motivated individual to join the team in this varied and interesting role.

About the Shire of Kalamunda

The Shire of Kalamunda is located approximately 35 minutes' drive from the Perth CBD and offers employees the opportunity to work in a diverse environment of rural, natural bush and a village atmosphere.

About this Opportunity

If you have experience in training staff in automated systems, highly developed project management skills, combined with a customer service focus and a knowledge of library services this may be the role for you.

Experience and skills desired for the role:

- Qualifications in Library Services, sufficient to obtain membership of ALIA
- Qualifications in Information Technology or Computer Science or
- A combination of expertise and experience that is appropriate for this role

Specifically, the E-Services Specialist will:

- Maintain effective liaison with all library branches regarding Library technologies.
- Responsible for the maintenance, integrity and development of the library management system, support issues including generating and compiling statistical and other reports.
- Develop and maintain the library's online presence and social media strategies.
- Assess and recommend new technological direction, best practice and digital budgetary requirements to Library Service Team Leader.

Hours of Work

Hours of work are Monday to Friday 8:30am – 5pm, Monday to Friday.

About the Benefits

You will be working with a team of professionals and be provided with training and mentoring as well as an excellent working environment set in the Perth Hills.

The salary is Level 5 in the range of \$62,030 to \$65,940 per annum. We offer incremental salary increases, generous superannuation, one rostered day off per month and 22 annual leave days with 17.5% loading and EBA increases.

How to Apply

All details on how to apply are on our [website at www.kalamunda.wa.gov.au](http://www.kalamunda.wa.gov.au) with full Application Package giving details on how to apply, including Position Description, Selection Criteria and Application Form. You can also email jobs@kalamunda.wa.gov.au, and further information may be obtained from Human Resources on 9257 9856.

Applications addressing the selection criteria should be sent to the Chief Executive Officer, Shire of Kalamunda, PO Box 42, Kalamunda WA 6926, quoting Reference Number 71, by 5pm Monday 17 June 2013.