

Digital Services Librarian

About the City of Nedlands

The City of Nedlands is an inner metropolitan local government 7km from the Perth CBD, stretching from the banks of the beautiful Swan River to the edge of the Indian Ocean. We are committed to providing a vibrant, safe, inclusive community that is able to enjoy a high standard of local services and facilities.

About the role

The City of Nedlands is seeking an experienced Librarian to contribute professional and supervisory support enabling the efficient operation of library services.

This position will be based primarily at our Nedlands Library and will be required to work 152 hours over a 4-week roster (Monday to Sunday) with a focus on overseeing the operation of the Library Management System (LMS) and promotion of the Library Service's online resources.

About the successful candidate

The successful candidate will have:

- a tertiary qualification in Library and Information Services or equivalent experience.
- a thorough working knowledge of and interest in the provision of digital and reference services to library clients.
- experience troubleshooting and resolving LMS and technology issues and queries.
- high level customer service skills with the ability to use initiative to resolve customer queries.
- high level interpersonal and communication skills with supervisory or mentoring experience.
- a current Provide First Aid Certificate and a current National Police Certificate.

Knowledge of and experience using Spydus will be highly regarded.

What we offer

This permanent, full-time position offers a cash salary of \$75,338 - \$87,638 per annum (dependent on skills and experience), plus superannuation and penalty rates as outlined in the applicable Enterprise Agreement.

- 5 weeks annual leave and paid parental leave
- Additional 2% superannuation contribution (conditions apply)
- Healthy workplace initiatives and Employee Assistance Program
- Novated leasing and private health insurance corporate discount

Additional details

Please read the position description to ensure a full understanding of the role. Applications must include a covering letter and a current resume demonstrating your suitability for the role.

Confidential enquiries can be directed to Despina Swain, Library Services Coordinator on (08) 9273 3644.

Please note that the City reserves the right to close applications and appoint a candidate prior to the closing date. Early applications are highly recommended.

How to apply

Applications can be submitted online via the City of Nedlands website before 5pm AWST, Wednesday 2 August 2023.