



Vacancy Notice

Library Customer Service Officer

City of Mount Gambier has an exciting opportunity for a motivated and driven individual to join the Library Customer Service team.

About the position:

- Permanent part-time.
- 12 Hours per week
- Competitive remuneration package.

To support the Manager Library & Community Development and Team Leader Library Operations in providing quality library services to the community with a strong focus on the provision of excellent customer service. This position includes a variety of administrative, information technology, customer service duties within a library service context.

Some weekend and out of hours work may be a requirement of this position.

This position is classified at Level 2 Step 1 (currently \$38.24 per hour) of the City of Mount Gambier Administration Staff Agreement No.12 2022.

About you:

- Commitment to delivering excellent customer service.
- Work collaboratively, effectively and positively in a team environment and independently with minimal supervision once trained.
- Effective written and verbal communication skills.
- Sound numeracy and literacy skills.
- Confidence in the use and application of information technology systems.

What we offer:

Mount Gambier is the second largest city in South Australia and provides a perfect balance between the vibrant lifestyle of a big city and the comforts of a small town. Packed with beautiful natural resources including the iconic Blue Lake/Warwar, caves, sinkholes, parks and gardens. Mount Gambier is an idyllic location to enjoy work life balance, only 20 minutes from the beach.

This role presents an opportunity to advance your career in a supportive environment. The City of Mount Gambier is an equal opportunity employer and celebrates diversity in the workplace.

The successful candidate will enjoy:

- Ongoing professional development and training,

- A supportive and friendly team environment,
- Career development opportunities,
- Active social club,
- Flexible work arrangements,
- Positive work/life balance,
- Income protection insurance.
- Employee Assistance Program and Wellbeing Support
- Excellent Enterprise Agreement benefits with above award rates

Pre-employment requirements:

The position is subject to satisfactorily meeting the following employment requirements;

- National Police Check,
- Working with Children Check (WWCC),
- Pre-employment medical examination.

The City of Mount Gambier is an equal opportunity employer committed to continuous improvement as a culturally safe and supportive workplace. We strongly encourage members of our First Nations community to apply.

For a confidential conversation please call:

Sally Mann

Team Leader Library Operations

08 8721 2540

Further information about the position, including the position description, which identifies key competencies and selection criteria, is available from City of Mount Gambier website:

www.mountgambier.sa.gov.au/council/careers/vacancies

How to apply:

Applicants must specifically address each of the key competencies and selection criteria, which is available within the position description and submit with a resume including contact details for at least three referees.

Applications close: **Tuesday 28 January at 9:00am.**

Applications must be submitted via email to:

Human Resources Team

city@mountgambier.sa.gov.au