



# Vacancy Notice

## Library Programs Officer – Outreach Services

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

### About the position:

- Full-Time Permanent.
- Flexible working arrangements available.
- Competitive remuneration package.

To support the Manager Library & Community Development in providing quality Library services to the community with a strong focus on customer service and an emphasis on outreach services, programming and community learning. This position is responsible for outreach services and programming. This role is part of the Library Programs team.

**\*\*Occasional weekend and out of hours work is requirement of this position\*\***

**This position is classified at Level 2 Year 1 – Level 2 Year 4 (currently \$75,561.21 - \$82,028.72) of the City of Mount Gambier Administration Staff Agreement No.12 2022.**

### About you:

- High level of interpersonal skills and the ability to provide services and programs to all members of the community, including people from culturally and linguistically diverse backgrounds and people with disabilities.
- High level of knowledge of Microsoft Suite programs; Word, Excel, Publisher and Power Point.
- Ability to work independently as a team member.
- 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.
- Safe Environments for Children and Young People training – ‘Through Their Eyes’

**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

Manager Library and Community Development

08 8721 2542

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

**How to apply:**

Applications must specifically address the key competencies and selection criteria and be submitted with a resume including contact details for at least three referees.

Applications close: **Friday 20 June 2025 at 5:00pm.**

Applications must be submitted via email to:

**Human Resources Team**

[city@mountgambier.sa.gov.au](mailto:city@mountgambier.sa.gov.au)