



**SOUTH BURNETT
REGIONAL COUNCIL**

Employment Opportunities

LIBRARY SERVICES OFFICER (KINGAROY)

Permanent Part Time

\$66K - \$69K per annum (pro rata) + Allowances + Super

Council is seeking a Part Time Officer to assist in providing high quality Library and Information Services to the South Burnett community. This customer focused role will include circulation duties, collection maintenance, the facilitation of library programs and assisting customers with tech inquiries. The successful applicant will have previous relevant experience in a customer service role, with sound oral and written communication skills and basic literacy and numeracy skills.

MANDATORY:

- Minimum requirement of a current C Class driver's licence

DESIRABLE:

- Certificate III Library and Information Services

BENEFITS INCLUDE:

- Work/Life balance
- Up to 12% employer superannuation contribution
- Access to Salary Packaging Benefits, Corporate Memberships and Health and Wellbeing programs

WORKING HOURS:

- 8 hours Tuesdays and Thursdays
- 3.5 hours Saturdays as ordinary hours
- *flexibility to work at other branches if required

Your application must include:

- A cover letter including statements addressing the key selection criteria (these and tips to complete are available on our website)
- Current resume
- Copies of your tickets, licenses and qualifications that are listed on the position description.

To find out more about this position and how to apply go to **www.southburnett.qld.gov.au**.

Information can also be obtained by visiting a Customer Service Centre or by contacting People & Culture on 07 4189 9100

APPLICATIONS CLOSE 4:00PM FRIDAY, 26 JULY 2024