



**LGMA**

An Ghníomhaireacht  
Bainistíochta Rialtais Áitiúil

Local Government  
Management Agency



**Executive Librarian - Infrastructure and  
Digital Transformation Grade 6  
Open Competition, Permanent**

**Closing date - Apply by 1pm 19<sup>th</sup> February 2025**

**Email fully completed applications to [jobapplications@lgma.ie](mailto:jobapplications@lgma.ie)**

# About the Role

Reporting to Libraries Development senior management, the Executive Librarian will liaise with the Deputy Head and Head in relation to planning and implementing the work programme of Libraries Development. The Executive Librarian will manage the work of the team in relation to specific objectives relating to infrastructure and digital transformation under the national public library strategy on a day-to-day basis and prioritise as required.

## Key Duties and Responsibilities

The Executive Librarian will be responsible for:

- To input in relation to the development and implementation of national public library strategy as part of the Libraries Development management structure;
- To co-ordinate the planning and implementation of new and existing initiatives and services across the public library service;
- To co-ordinate the work relating to digital library services, particularly in relation to the provision of online resources, digital programming, and ICT in libraries;
- To lead on procurement for Libraries Development, in relation to national tenders focusing on digital services, the library management system, and book stock;
- To provide support and secretariat for relevant strategy committees and working groups, and the Libraries Development Committee;
- To co-operate and network with local authorities, the Department of Rural and Community Development and other national stakeholders as required;
- To allocate and supervise the work of assigned team members;
- Assisting with ongoing employee performance management and development of staff in the unit;
- Pro-actively contribute to development, support and implementation of LGMA Strategic and Corporate initiatives;
- Undertaking any other duties as considered appropriate by the Agency including deputising for other officers as required;
- This is not intended as a comprehensive list of duties. The position may involve some attendance and travel outside of normal office hours.

# Essential Requirements

## 1. Character

Candidates shall be of good character.

## 2. Health

Candidates shall be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service.

## 3. Education, training, experience, etc.

Each candidate must have on the latest date for receipt of completed application forms:

- (i) A degree (level 8 on the National Framework of Qualifications) in the area of Library and Information Studies
- (ii) Satisfactory experience of library work

### **Desirable, though not essential:**

In addition to the qualifications laid down for the post by the Minister for Housing, Planning and Local Government (above), candidates must possess the following:

- Strong interpersonal and communication skills
- Experience of managing projects, planning and organising work, and meeting deadlines
- Excellent communication skills, including written communication and an aptitude for report writing and social media skills
- Ability to work simultaneously at both strategic and operational level
- Excellent collaborative, networking, representation and relationship-building skills
- Ability to negotiate and handle difficult situations
- Financial administration and budgeting skills
- Data management and IT skills
- Possess a good level of knowledge of national and local government in Ireland and national and international public library policy and strategy

## And

Demonstrate the following competencies as set out in the LGMA Competency Framework (see Appendix 2 in Candidate Information Booklet).

# Principal Conditions of Service

## General

The appointment is for a Grade 6 Executive Librarian in the Local Government Management Agency and is subject to general terms and conditions in operation relating to appointments in the Agency.

## Remuneration

The salary scale applicable to this position as per circular EL 03-2024 1<sup>st</sup> October 2024 is as follows:

Point No.	1	2	3	4	5
Salary	€55,641	€56,969	€58,586	€61,629	€63,447
Point No.	LSI 1	LSI2			
Salary	€65,706	€67,977			

The holder of the office shall pay to the LGMA any fees or other monies (other than his/her inclusive salary) payable to or received by him/her by virtue of his/her office or in respect of services which he/she is required by or under any enactment to perform. Entry will be at the minimum of the scale and the rate of remuneration will not be subject to negotiation and may be adjusted from time to time in line with Government pay policy. Different terms and conditions may apply if you are currently a serving civil or public servant.

For further information please see the LGMA Candidate information booklet <https://www.lgma.ie/en/about-us/work-with-us/>

