

# Library Assistant



## **Permanent Part-time Maniototo Community Library**

We require a Library Assistant to work at the Community Library based in Ranfurly.

The permanent hours are a total of 5 per week every Friday. There may also be additional hours as required.

The successful applicant will have the following attributes:

- Be enthusiastic and have a friendly persona.
- High level interpersonal and customer services skills and the ability to engage well with the community and other key stakeholders.
- Assist in planning, preparing and conducting programmes for children and adults.
- A high work rate, with sound planning, administration skills and attention to detail.
- Some knowledge of the library environment.

A copy of the job description may be obtained via Council's website [www.codc.govt.nz/vacancies](http://www.codc.govt.nz/vacancies).

All applications should include a cover letter, CV and address the key selection criteria. Make sure your cover letter is specific about your experience and what you are looking for now. Applications should be addressed to the Tracye Stedman, Manager, Human Resources, Central Otago District Council, PO Box 122, Alexandra 9340 and sent via email to [people@codc.govt.nz](mailto:people@codc.govt.nz).

Applications close Wednesday, 1 May 2019 at 12 noon.