

NEW OPPORTUNITY

Executive Librarian

SDCC is an equal opportunities employer.
Canvassing will automatically disqualify.

Opportunity starts here

Come to SDCC to do your greatest work. We're forward-thinking and focused on diversity, inclusion and community. As an equal opportunities employer, we're opening the doors to new careers, creating flexible ways of working and putting people at the heart of everything we do.

We're the people responsible for local government in South Dublin County. Aside from the exciting range of opportunities to make a real difference in your community, SDCC is a great place to work. Working with us will give you the opportunity to gain experience at the heart of local government and to develop your career in a diverse work environment.

At SDCC we provide plenty of opportunity for career progression with structured training, personal development, coaching and mentoring. We offer flexible working including blended working arrangements and a positive work environment. Read our accompanying *Employee Value Proposition* to find out more.

Welcome to a team that's making a difference – powered by people like you.

Applications

Applications will only be accepted through SDCC's e-Recruitment system **before midnight on Thursday, 27th November 2025.**

The Role

The Executive Librarian is a professional frontline management position in SDCC and is assigned responsibility for the management of a public library or section within SDCC Libraries. The Executive Librarian will be responsible for the management and development of library services, staff, resources and buildings and will report to the County Librarian and / or library management team.

The office is wholetime, permanent and pensionable. A panel will be formed to fill permanent and temporary vacancies. Persons employed will be required to work in any location within the South Dublin administrative area.

Salary

€57,322 - €58,689 - €60,356 - €63,491 - €65,363 - €67,690 (1st LSI)
- €70,030 (2nd LSI).

Hours of Work

The successful candidates' normal hours of work will be 35 hours per week. Hours worked will include weekends and late evenings as required by the Library Service.

Annual Leave

Annual leave entitlement for this position is 30 days.

Qualifications

Character

Candidates will be of good character.

Health

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

Essential Education, Training and Experience

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

1. hold a degree (level eight on the National Framework of Qualifications) in the area of Library and Information Studies,
2. have satisfactory experience of library work.

Desirable Education, Training and Experience

1. Demonstrated ability to lead, manage and supervise large teams, with a proven track record of motivating, empowering, and supporting staff to achieve high performance, in line with the principles of the Performance Management and Development System (PMDS).
2. Extensive experience as the first point of contact in managing difficult or sensitive situations, ensuring professional resolution and maintaining high standards of service and conduct.
3. Strong leadership skills with a focus on achieving common goals, underpinned by a commitment to upholding robust governance and ethical standards across all areas of responsibility.
4. Established career history evidencing responsibility for managing staff, including the delegation of duties, performance oversight, and support for professional development.

5. Ability to provide high-quality customer service, with a solid understanding of South Dublin County Council's Customer Service Plan and Citizens Charter.
6. Excellent interpersonal and communication skills, essential for building strong working relationships both within the team and with external stakeholders.
7. Experience working collaboratively with other Council departments and external agencies, ensuring joined-up service delivery and effective partnerships.
8. In-depth knowledge of the role of the Executive Librarian, including its responsibilities and potential for future development within the evolving public service landscape.
9. Adaptable and responsive to the changing operational environment in South Dublin County Council, with a focus on continuous service improvement.
10. Good administrative experience at a high level, demonstrating organisational, planning, and decision-making capabilities.
11. Solid understanding of the structure and functioning of public service organisations in Ireland, especially within a local authority context.
12. Strong grasp of the role digital technologies play in the development and delivery of modern public library services.
13. Proficient in preparing, managing, and overseeing budgets, with an understanding of financial accountability and resource planning.
14. Knowledge of Health and Safety legislation and regulations, and a clear understanding of their application in the workplace.
15. Awareness of the managerial responsibilities in workplace safety management, ensuring compliance and promoting a culture of safety.
16. Self-motivated with the ability to work independently and use initiative, while also contributing effectively to a wider team environment.

Key Competencies / Skills

- Management and change
- Delivering results
- Performance through People
- Personal effectiveness
- Local government knowledge and understanding

Candidates are requested to give an example of a situation which highlights the behaviour, skills and attitude that underpin effective performance in these areas and which demonstrates their suitability to meet the challenges of this role. Candidates should ensure the example used clearly demonstrates their ability in this area and that the scale and scope of the example given is appropriate to the post and level of the post.

Duties

The duties of the **Executive Librarian** will be consistent with the provision of a modern public library service that is responsive to the changing requirements of customers of all ages and abilities.

The duties will include but are not limited to:

1. Ensuring that the Library Development Programme is implemented to deliver on the Council's strategies and objectives for the overall development of the County outlined in various corporate plans and strategies.
2. Identifying opportunities for improvements in service delivery and to use key performance indicators or other performance indicators effectively as appropriate.
3. Assisting in the development of library policies; development programmes, plans and strategies.
4. General branch management and development.
5. Leading and managing a team effectively, while aligning with the organisation's culture and development objectives.

6. Adapt to changes in the organisational culture and development objectives and adjust their leadership style accordingly.
7. Organising and promoting events including use of social media.
8. Forging strong links, through outreach, between the library and the wider community, education and business sectors.
9. Developing, delivering and promoting an innovative programme of events and user education including exhibitions, lectures and other activities.
10. Planning and delivering literacy support services.
11. Promoting library services and growing membership.
12. Management of information systems and services.
13. Providing access to information; circulation control, collection development and user education.
14. Preparing and managing budgets including cash management.
15. Communicating and liaising effectively with employees, senior managers, customers and elected representatives in relation to operational matters for the Library Service.
16. Providing specialist assistance and support in the delivery of projects as required.
17. Supporting the Senior Executive Librarian or other nominated senior official to communicate, implement and manage all change management initiatives within the Library Service.
18. Management, training and supervision of employees in supporting roles up to the position / grade of Librarian including assigning duties and workload, managing annual leave and staffing levels.
19. Providing on-going support to employees under their control, including performance management, handling day-to-day problems and identifying training and development requirements as appropriate.
20. Ensuring full compliance with all organisational policies and procedures.
21. Ensuring good governance in their area of responsibility in respect of child protection, data protection, business continuity and other relevant matters, in accordance with Council policies.

22. Supporting the Senior Executive Librarian or designated Senior Official in the management and implementation of Health and Safety for the Branch Library or Library HQ.
23. Deputising for the Senior Executive Librarian as required.
24. Undertaking any other duties of a similar level and responsibility within the Library Service, as may be required, or assigned, from time to time.

The particular duties and responsibilities attached to the post may vary from time to time, without changing the general character of the duties or level of responsibilities entailed. The post holder may therefore be required to perform duties appropriate to the post, other than those detailed above, and to take instructions from and report to, an appropriate Officer or such designated Officer as may be assigned from time to time by the Council.

These duties are indicative rather than exhaustive and are carried out under general guidance.

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[Why work in Local Government?](#)