Dublin City University
Library, Information and Public Services
Public Service Manager
(Assistant Librarian I)
(Five Year Contract)

Dublin City University would like to invite applicants for the following 5 year full-time contract post:

Assistant Librarian I (Public Service Manager), Information and Public Services

The Public Services Manager is responsible for the overall day-to-day management of all frontline library services including the management of service desk teams. The postholder will work closely with the Sub-Librarian IPS in the review, planning and implementation of service policies and service delivery models. In addition, the post-holder may be required to work some evenings/Saturdays on the Library's Information Desk and will actively participate in library projects and initiatives.

Applicants must have a degree and a postgraduate qualification in Library and Information Studies. Relevant experience in a university environment is essential. The successful candidate must have a deep understanding of customer service in a library context, well-developed team and relationship building skills and excellent interpersonal and administrative skills. The candidate must also have demonstrable leadership qualities, be highly motivated and have the ability to work to deadlines and prioritise workloads.

Salary Scale: €41,136 - €51,356
€37,022 - €46,220*

*Applies to new entrants to the public service after 01 January 2011

Closing Date: Friday 10th May 2013

Application Procedure:
Application forms are available at: [http://www4.dcu.ie/hr/vacancies/current.shtml](http://www4.dcu.ie/hr/vacancies/current.shtml) and from Human Resources Department, Dublin City University, Dublin 9.
Tel: +353 (0)1 700 5149 Fax: +353 (0)1 700 5500 E-mail: hr.applications@dcu.ie

Dublin City University is an equal opportunities employer.