

Library Officer (Yamba Library)

Clarence Valley Council

Yamba, NSW

Permanent Full Time– 70 hours per fortnight

\$66,708 to \$79,550 plus superannuation per annum

Working at Clarence Valley Council

Our goal is simple. We want Clarence Valley to be a community full of opportunity. We know that starts with our people.

Located in the heart of the Northern Rivers, the Clarence Valley is a special place to call home. With over 100km of stunning beaches, national parks and 60 unique towns and villages to enjoy, we've got a massive backyard to look after.

As one of the region's largest employers, we provide the job security and career opportunities of a large organisation, with the warmth and connection of a local team.

We're currently working on some big plans to make the Valley even better by 2036, and we need people who are ready to roll up their sleeves and be a part of something truly important.

Your opportunity

Do you love connecting people with information, learning, and community?

We are seeking an enthusiastic and customer-focused Library Officer to join our dynamic Yamba Library team. This is an exciting opportunity to contribute to a welcoming community space where literacy, lifelong learning, creativity, and connection thrive.

As a Library Officer, you will play a key role in delivering high-quality library services to our community. Working as part of a dedicated team, you will assist customers, support library programs and events, maintain library collections, and help create positive experiences for library visitors of all ages.

Key Responsibilities:

- Provide exceptional customer service and information assistance
- Plan, promote and deliver library programs, events, outreach activities and learning opportunities that support literacy, lifelong learning and community engagement
- Support the day-to-day operation of Yamba Library and Community Centre, including oversight of the facility, service delivery and operational requirements, ensuring a positive customer experience and effective use of community spaces
- Promote library services, resources and digital technologies
- Assist customers with technology and digital literacy enquiries

What you'll bring

To thrive in this role, you are someone who:

- Enjoys working with people from diverse backgrounds
- Has excellent communication and customer service skills
- Is enthusiastic, positive and team-oriented
- Demonstrates strong organisational and time management skills
- Is comfortable using computers, digital resources and technology
- Has a genuine passion for community engagement and lifelong learning

Apply now to join the team that's shaping the future of the Clarence Valley.

Applications close at 11:30pm Tuesday 3 November 2026

To discuss this opportunity further, you can contact the hiring manager below for a confidential chat: **Contact Victoria Keane, Acting Regional Librarian (02) 6641 0113**

All applications must be lodged online via Council's website www.clarence.nsw.gov.au.

Please upload your **resume, cover letter, relevant certificates and licences**.

You will also need to address the **target questions** – maximum 300 words per question.

Q1. How do you measure success regarding community or customer engagement?

Q2. Describe a situation where you showed initiative. What was the outcome?

Q3. What technologies and systems have you used to improve workflow and project delivery?

Q4. Can you describe the last time you have had to use your own initiative to progress your own or a team project?

Other important information

All successful candidates will be required to undertake a drug and alcohol screening and a pre-employment medical check may be required.

This position is located at Council's Yamba Library, however, this may change should business needs identify other work locations to be more appropriate to deliver our services in the future.

At Clarence Valley Council, we believe our diversity is our strength. We strongly encourage applications from First Nations people, veterans, and individuals of all backgrounds and abilities.

Why our team chooses Clarence Valley Council

- See the tangible results of your efforts in the streets, parks and infrastructure used by you and your loved ones every day.
- We invest in your potential through leadership programs, internal secondments and specialised training to keep your career moving forward.
- We empower you to lead a fulfilling life where family comes first - backed by a culture that genuinely respects your time.

We believe you shouldn't have to choose between an impactful career and a relaxed, coastal lifestyle. That's why we provide plenty of rewarding benefits so you can enjoy work and play in equal measure.

You'll also be rewarded with a range of benefits

- Our popular flex time offering gives you more time to spend with the people who matter most.
- Our Fitness Passport program provides discounted gym and pool access, not just for you, but for your entire household.
- Leadership programs, study assistance, internal secondments and on-the-job training to invest in your potential.
- Your wellbeing is always a priority - we have a zero-harm commitment, and you can access 24/7 confidential support through our Employee Assistance Program (EAP).
- Long service leave after 5 years employment.