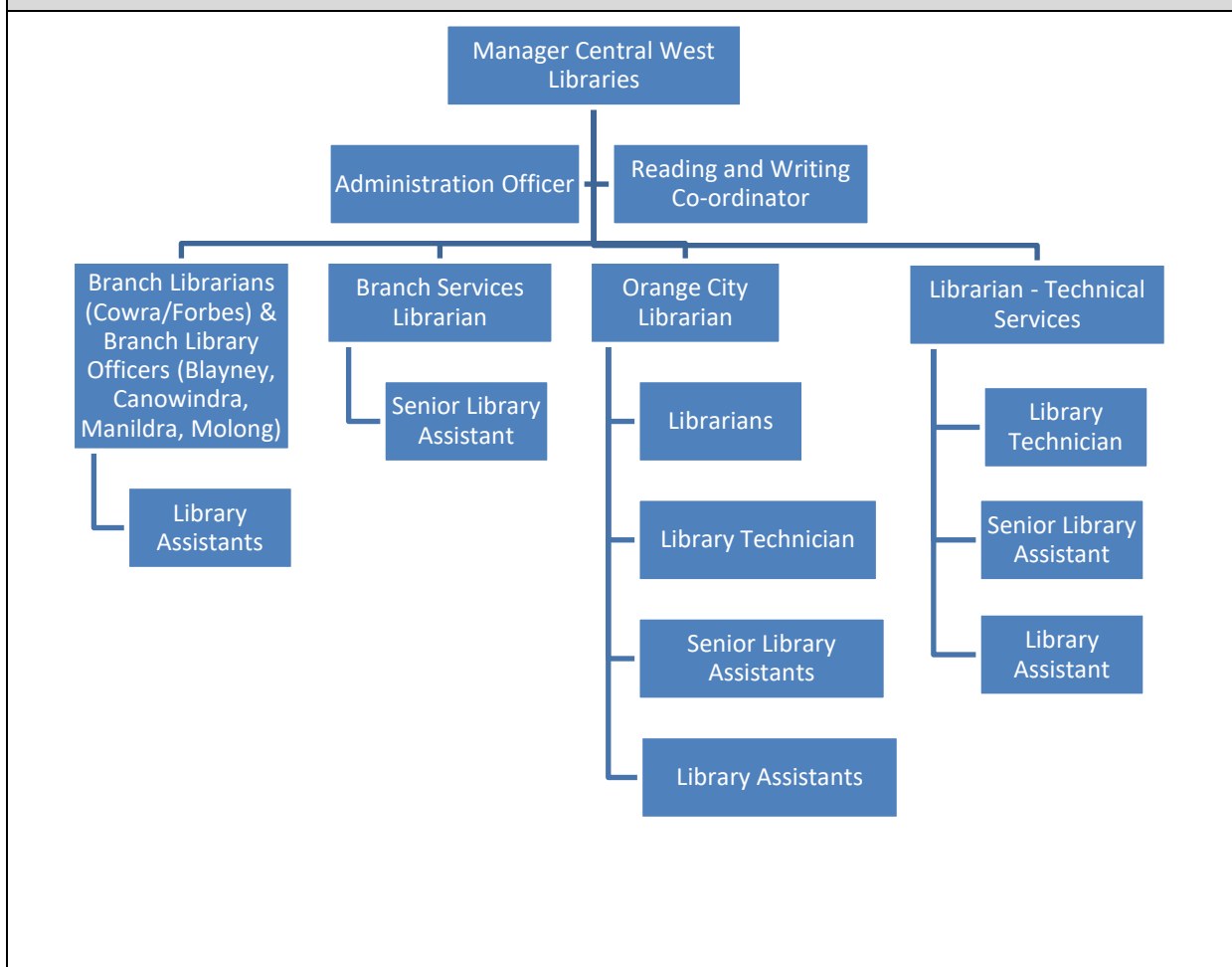


| | |
|-------------------------|--|
| Position Title: | Library Assistant |
| Position Number: | |
| Division: | Community Recreation and Cultural Services |
| Section: | Central West Libraries |
| Grade: | 1 |
| Delegations: | Nil |

Primary Purpose of Position

Provision of high quality, customer focussed readers' services including circulation duties, reference enquiries and participation in the delivery of programs and events as part of the Central West Libraries team.

Sectional Structure



| Selection Criteria | |
|---|---|
| Qualifications/ Licences | <ul style="list-style-type: none"> • Higher School Certificate or equivalent • Current Class C Drivers Licence |
| Skills and Experience | <ul style="list-style-type: none"> • Previous library experience is desirable • Well-developed communication skills both verbal and written including the capacity to interact with all levels of staff and the community while maintaining effective customer service and relationship management • Demonstrated ability to work and contribute as part of a team • Demonstrated ability to prioritise workload and time management skills • Digital literacy skills in the use of a variety of technology including applications and systems used within libraries • Ongoing commitment to professional development • Ability and availability to work within a roster which may include evenings and weekends • Ongoing commitment to professional development • A love of reading • Demonstrated ability to model Council's key values and desired behaviours |
| Key Accountabilities/Duties | |
| <ul style="list-style-type: none"> • Provide high quality, customer focussed readers' services including circulation duties, reference enquiries and participation in the delivery of events as part of the Central West Libraries team • Participate in collection management processes • Adhere to established policies and procedures • Contribute to a team environment • Actively participate in the Library's Strategic and Marketing Plans • Comply with Council's Code of Conduct, relevant policies and procedures, values and behaviours, and work health and safety responsibilities, as amended from time to time | |

| Corporate Values |
|---|
| <p>As a values-based organisation, Council demonstrates its values through workplace behaviours. These behaviours provide a framework for staff to model behaviour across the organisation. Underpinning the behaviours is the Orange City Council Code of Conduct. Council's corporate values are listed below:</p> <ul style="list-style-type: none"> • Respect – is honest and respectful towards others and works as part of a team • Ownership - takes responsibility for actions • High Performance - pursues performance excellence and continually looks for improvement • Customer Focus - demonstrates a customer focused approach towards internal and external customers • Safety - works safely, in accordance with Council's Work Health and Safety policy and procedures |

- **Equal Employment Opportunity (EEO)** – complies with EEO principles and respects diversity
- **Leadership** – Council encourages all its employees to lead by example and role model our values. Leaders also need to ensure they provide constructive feedback and encourage high performance by coaching, developing, recognising and managing people effectively

Work Health and Safety Responsibilities

All employees are responsible for Work Health and Safety (WHS) for Orange City Council and their duties include:

- Complying with Council’s WHS policies and procedures
- Working with due diligence and consideration to safeguard their own health and safety and the health and safety of others
- Reporting any potential hazards, incidents or injuries to their Supervisor and Human Resources within 48 hours
- Participating in any applicable WHS consultation arrangements
- Complying with any Return to Work Plan if injured and supporting rehabilitation in the workplace
- Correctly using all personal protective equipment
- Complying with emergency and evacuation procedures and site rules if applicable
- For Managers, Supervisors, Team Leaders or Gangers, you have additional WHS responsibilities as defined in the Orange City Council Work Health and Safety Management Policy (OP 84)

General

- The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required.
- Local Government (State) Award conditions apply to all entitlements.
- The Position Description links to the overall organisational Delivery/Operational Plan which ties into an employees’ key performance indicators (KPIs) as part of their annual performance review.
- Position descriptions may be amended from time to time in accordance with business needs and in consultation with the incumbent of the position.

| | |
|---|--|
| Employee Name (please print): | |
| Signed by Employee: (acknowledging they have read and understood): | |
| Date Signed: | |

Human Resources Only: This position’s ordinary hours of work shall be based on a 35 hour week to determine the hourly rate of pay