

Library Services Assistant (SCS076)

Position Description

Directorate	Community, Environment and Partnerships Directorate
Division	Community Services
Grade	6
Employment Type	Permanent, part time
Reports to	Team Leader Information, Literacy & Learning (SCS075)

Primary purpose of the position

This position delivers high-quality collection and customer services as part of the Library Services team.

Key responsibilities

- Undertake circulation duties including rostered desk shifts (minimum two hours per day), operating the Library Management System, completing point of sale transactions, shelving, and general collection maintenance.
- Assist patrons with readers advisory, information enquiries, and the use of library systems and digital resources.
- Contribute to a positive team environment through effective communication, ongoing professional development, participation in team meetings, and working collaboratively with colleagues.
- Maintain a working knowledge of a wide range of literary genres, current authors, and age-related reading materials.
- Assist with the maintenance of the Local Studies Collection and contribute to activities and programs that promote awareness and use of Local Studies resources.
- Assist with the administration and delivery of the inter-library loans services.
- Ability to work weekends in accordance with rostering arrangements.

Key behaviours

All Council employees are responsible for aligning their conduct in accordance with key behaviours when undertaking the duties of their position. The foundation of these key behaviours is based on Council's Values and vary dependent on the level of your position.

Please refer to Council's Key Behaviours template for more information.

Communication

- I communicate openly and honestly
- I constructively contribute to team meetings, toolbox talks and conversations

- I share information and ideas with colleagues
- I ask questions if I don't understand
- I respond promptly to enquiries and requests

Trust

- I am responsible for my own actions
- I take initiative to progress my own work and follow through on my work commitments
- I act honestly and maintain confidentiality
- I understand and follow the law, rules, policies, guidelines and the Code of Conduct
- I utilise Council resources effectively

Respect

- I treat others with respect
- I treat others the way they wish to be treated
- I respect the organisation and I convey a positive and professional image of Council
- I respect the position I hold and complete my work to the best of my ability
- I challenge decisions made by management respectfully and thoughtfully

Innovation

- I look for, and am open to, new and better ways of doing things
- I am receptive to change
- I am flexible and responsive to changing work priorities and issues

Teamwork

- I always work in a safe manner, looking after my own safety and the safety of others
- I consult on safety issues, report hazards, identify, manage and minimise risk for myself and others
- I am an engaged and enthusiastic team player
- I offer support and help to others when workloads are high
- I cooperate with my team members and supervisors and contribute positively to our work

Work Health and Safety

Work Health and Safety (WHS) is the number one priority at Wagga Wagga City Council ('Council'). We make no compromise when it comes to employee safety.

As a worker of Council, it is your responsibility to:

- Follow Council's WHS policies and procedures as instructed
- Report all WHS hazards incidents and near misses to your supervisor as soon as possible
- Participate in all required WHS training

To minimise risk and assist in protecting workers in employment at Council, workers are required to meet the inherent requirements of the position, including any Job Demand Analysis (JDA) that has been completed outlining the inherent physical requirements of this position. Council seeks to apply reasonable adjustments to remove barriers to workplace participation for individuals with a disability or injury.

Essential requirements of the position

Qualifications, licences and competencies

1. Qualifications relevant to the role and/or relevant skills and experience.
2. Class C Driver's Licence.

Skills and experience

3. Demonstrated library experience relevant to the role.
4. Sound communication (oral and written) and interpersonal skills.
5. Solid time management, planning, administrative skills.
6. Demonstrated ability to work effectively in a team and independently.
7. Demonstrated ability to deliver quality customer service, contribute to service improvements and adapt to change.
8. Demonstrated understanding of Equal Employment Opportunity and Work Health & Safety requirements.

Disclaimer

This document reflects the major elements and responsibilities of this position and is not designed to be prescriptive in nature. Employees can therefore expect to undertake other duties in addition to those identified.

Reviewed: (25 August 2026)

Version: 1.0

Junior Rates of Pay

Effective from 1 June 2025, rates of pay for Council staff members aged between 15-18 years of age will be paid in accordance with the Local Government (State) Award 2023, Clause 32. Junior and Trainee Employment.

What are junior rates of pay?

Pay rates for staff members between 15 years and 18 years of age. These pay rates are outlined in the [Local Government \(State\) Award 2023](#) ('the Award'), specifically:

Clause 32. Junior and Trainee Employment

B. JUNIOR EMPLOYMENT

- (i) The rates of pay as provided in Band 1/Level 1 are payable to juniors (15-18 years old).*
- (ii) A junior employee shall be appointed to Band 1/Level 1 according to either their age or educational qualification, whichever provides for the higher rate of pay.*
- (iii) Progression along the scale is automatic up to and inclusive of T4, according to the employee's age.*

Part B, Monetary Rates – Table 1, Clause 7 – Rates of Pay

Band/Level	(b) Rate per week \$	(c) Rate per week \$
	First pay period 01/07/2024	First pay period 01/07/2025
Operational Band 1		
Level 1 (Juniors and Trainees)		
T1 at 15 years of age	\$468.00	\$482.00
T2 at 16 years of age	\$584.20	\$601.70
T3 at 17 years of age	\$687.10	\$707.70
T4 at 18 years of age or over or HSC*	\$803.30	\$827.40

***Note** - If a staff member under 18 years of age provides evidence of their completed HSC certificate, the T4 rate of pay will apply.

What are the hourly rates of pay?

The below table provides the hourly rates of pay (inclusive of the applicable casual loading amount) based on the above Part B, Monetary Rates – Table 1, Clause 7 – Rates of Pay. This hourly rate of pay is based on a 38-hour working week.

Band/Level	(b) Rate per hour \$ (inclusive of the applicable casual loading amount)	(c) Rate per hour \$ (inclusive of the applicable casual loading amount)
	First pay period 01/07/2024	First pay period 01/07/2025
Operational Band 1		
Level 1 (Juniors and Trainees)		
T1 at 15 years of age	\$15.39	\$15.86
T2 at 16 years of age	\$19.22	\$19.79
T3 at 17 years of age	\$22.60	\$23.28
T4 at 18 years of age or over or HSC	\$26.42	\$27.22

What happens once a staff member turns 19 years of age?

Once a staff member turns 19 years of age, their rate pay will transition to Council's salary matrix at the applicable grade for their position.

For example, Tim was employed at 18 years of age as a Casual Oasis Lifeguard (CAS089). In accordance with the Award, his junior rate of pay was T4 at 18 years of age, \$26.42 gross per hour (\$803.30 / 38 hours per week plus 25% casual loading). Tim has just had his 19th birthday. Tim will transition to Council's salary matrix where he will be paid Grade 4 Minimum (the applicable grade for Casual Oasis Lifeguard), \$35.54 gross per hour (\$1,080.54 / 38 hours per week plus 25% casual loading).

I am 17 years of age and I have completed my HSC, what rate of pay am I entitled to?

In accordance with the Award Junior Rates of Pay, a staff member under 18 years of age and who has completed their HSC certificate, will receive the Band/Level T4. A copy of the completed certificate will be required to be submitted to Council's People & Culture Division.

Are there any exemptions for positions across Council?

Yes. Junior Rates of Pay are not applicable for staff members aged between 15 years and 18 years in trainee, apprentice, cadet or graduate positions. These positions are subject to Council's Trainee Pay Rate Matrix or other applicable position-based agreements.