

Position Description

Position Information			
Job Title	Library Assistant	Classification	LGO (EB) Level 2
Directorate	Place and Community	Service	Community, Culture and Visitor Experience
Status	Casual	Contracted Hours	Casual
Reports to	Senior Library Officer	Location	Shire of Mundaring Libraries
Incumbent		Date Appointed To Position	
Key Focus of the Team		Key Focus of this Position	
To deliver high quality accessible library services and programs in accordance with the Strategic Community Plan.		Assist with the provision of Mundaring Public Libraries services in order to develop strong partnerships with the community and provide quality services that are accessible to all.	
Our Vision			
The place for sustainable living.			
Purpose Statement			
Shire of Mundaring exists to meet the needs of current and future generations through an integration of environmental protection, social advancement and economic prosperity.			
Our Values			
			
Community Focus	Proactive	Respectful	Accountable
We put community first, listening to and valuing collective and individual needs, opinions and ideas. We value diversity. We respect different and sometimes opposing opinions. When making decisions that impact the community, we strive for consensus or, when consensus cannot be reached, we make considered, well-informed and balanced decisions for the greater good of the collective community.	We are forward thinking, taking the initiative to seek, design and adopt innovative, creative and adaptive solutions. We act by causing positive change; not only reacting to change when it happens. We are not complacent. We seek to discover and resolve problems before they occur. When the unexpected happens or new opportunities arise, we lean in, taking swift action to maximise benefit for our community.	We understand, empathise, and value the feelings, wishes, rights, and traditions of others, regardless of ethnicity, age, sexual orientation, disability or other differences. We are kind, polite and genuine to everyone, always communicating in a direct, calm and respectful way. We respect the natural environment, cultural and built heritage, and all resources under Shire management. We care for and manage our people, funds and assets wisely and responsibly.	We are open and transparent, and take responsibility for our actions, behaviours, and performance. We clearly define what is expected of us and others, and ensure we have the skills, experience, information and support needed to complete tasks to a high standard. We make our commitments visible. Everyone is empowered to ask questions, check on progress, and help move work forward.

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Position Outcomes – Key Duties and Responsibilities

1. Service Delivery

- Outcome: Friendly, approachable and efficient customer focused service and assistance are provided.
- Outcome: A range of internal library services are delivered according to existing procedures and work flows.
- Outcome: Actively contribute to the organisation's culture of continuous improvement by participating in initiatives aimed at enhancing processes, efficiency, and value delivery.
- Outcome: Identify and implement process improvements that enhance service delivery, operational efficiency, and organisational outcomes.

2. Governance

- Outcome: Decision-making, action and behaviour is ethical, responsible, transparent and in accordance with legislation, policy, procedures, and service standards, and within limits of authority (delegation/authorisation).
- Outcome: Compliant WHS behaviours are demonstrated at all times.
- Outcome: The Shire's commitment to being a Child Safe organisation is upheld at all times, providing a welcoming, inclusive and safe environment for children and young people who engage with the Shire.

3. People and Management

- Outcome: A positive team spirit is fostered between Shire services in accordance with the Shire's Organisational Values.
- Outcome: Personal behaviours reflect and promote the Shire's Organisational Values at all times.

4. Statutory Responsibilities

- Outcome: The Statutory responsibilities of the position are understood and met including, but not limited to, records management; access and inclusion; and emergency management and recovery activities following an emergency impacting the community.

5. Strategic

- Outcome: Individual work plan contributes to service and corporate priorities aligned with the Council Plan.
- Outcome: Change management initiatives are supported to ensure successful implementation of business process mapping and continuous improvement programs.

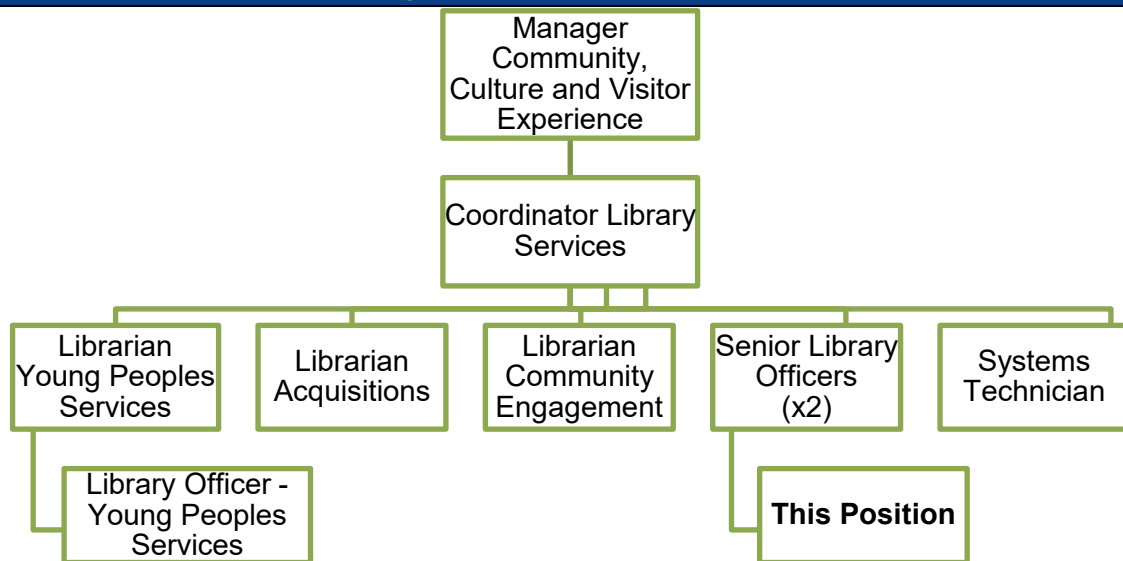
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Position Requirements		
Skills and Abilities	Essential	Desirable
• Developed numeracy and literacy skills	✓	
• Highly developed customer service skills and the ability to liaise with all people in an informative and positive manner	✓	
• Developed computer and data entry skills	✓	
• Competency in the use of a range of information technology and software	✓	
• Skills in information technology troubleshooting	✓	
• Ability to identify and implement process improvements.		✓
Knowledge		
• Sound knowledge in information technology; Microsoft Office products and web applications	✓	
• Knowledge of Spydus or a similar library management system		✓
• Understanding of copyright legislation and how it applies in a library setting		✓
Experience		
• Experience working in a library, preferably a public library		✓
Training/ Qualifications		
• Nil		
Other		
• Current National Police Clearance	✓	

General Physical Requirements									
An occupational health provider assesses the applicant/employee fitness to successfully perform the essential functions of the position and considers the following:									
Frequency (☒ as required)					Frequency (☒ as required)				
	Mainly	Frequently	Occasionally	N/A		Mainly	Frequently	Occasionally	N/A
Stand	☐	☒	☐	☐	Climb/Balance	☐	☐	☒	☐
Walk	☐	☒	☐	☐	Crouch/Kneel	☐	☒	☐	☐
Sit	☐	☒	☐	☐	Talk/Hear	☐	☒	☐	☐
Handle	☐	☒	☐	☐	Taste/Smell	☐	☐	☒	☐
Reach	☐	☒	☐	☐					
While performing the duties of this job, the incumbent may reasonably be expected to occasionally manually handle loads of a varying nature. Notwithstanding, the incumbent is still required under their general Duty of Care to adopt safe work practices by taking appropriate pre-cautionary measures to identify, assess and control risks in accordance with statutory requirements and the Shire's Risk Management Framework.									

Position Description

Organisational Relationship



Extent of Authority and Accountability

Working under the direct supervision of the Senior Library Officers, the incumbent is accountable for the efficient and effective delivery of key responsibilities outlined in this position description and agreed performance indicators with authority to act on these responsibilities.

Extent of authority is governed by:

- The statutory provisions of the *Local Government Act 1995* and other relevant legislation; including authorisations
- Council register of delegated authority and Primary and Annual Returns
- Council Policies, Procedures, Organisational Practices and Guidelines

This position does not have delegated authority. Primary and Annual Returns are not required.

Financial Authority: N/A

Position Description Certification

Prepared by: Manager Community, Culture and Visitor Experience

Effective Date:

I acknowledge that I have read and understood the key objectives, duties, responsibilities and other requirements as outlined in this position description.

I understand that this position description provides general guidance regarding the purpose of the position and my responsibilities.

Furthermore, I acknowledge that this position description may be amended from time to time to reflect changes to the position or Shire requirements.

Staff Signature

Date

SHIRE OF MUNDARING

LGO Employee Conditions and Benefits

Work/ Life Balance

- Flexible working arrangements (by request)
- Wellness days
- Additional purchased leave options (up to 2 weeks)
- End of year office closure
- Additional family and domestic leave
- Voluntary and paid involvement in community activities.

Health and Wellbeing

- Employee Wellbeing Program including active health initiatives
- Free entry to aquatic facilities
- Skin Cancer Screening
- Annual flu vaccinations
- Ergonomic assessments
- Audiometric testing
- Active Social Club
- Injury on the Journey Insurance cover
- Free counselling service through Employee Assistance Program

Monetary

- Generous Superannuation benefits (up to 17.0%)
- Salary sacrifice options for superannuation and novated lease
- Discounted Private Health insurance membership (selected health funds)
- Free parking
- Employees who are residents of the Shire can pay rates via salary deduction

Career, Training and Development

- Professional Development opportunities
- Traineeships and cadetships
- Reward and Recognition Program
- Service milestones recognition
- Study Assistance Program
- Induction Program
- Leadership Program
- Higher/Alternate Duties opportunities
- Opportunities to participate in project teams and committees

Environment

- Located within a scenic setting close to parks (including Sculpture Park), public open spaces, library, sporting facilities, shopping centre, public transport, banking facilities and cycle and walk trails
- Close to Midland and just 30 minutes from CBD
- Smoke-free work environment
- Child Safe Organisation

