

Position Description

Position Information			
Job Title	Library Systems Technician	Classification	Level 5
Directorate:	Strategic & Community Services	Service:	Library Services
Status:	Full-time	Contracted Hours: 37.5 hrs per week.	
Reports to:	Coordinator Library Services	Location:	Shire of Mundaring Libraries
Incumbent:	Vacant	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.		To maintain the Library Management System, online catalogue, RFID and other related equipment ensuring accessibility, continuity and relevance of service to the community.	
Our Vision			
The place for sustainable living.			
Our Values			
Shire of Mundaring takes pride in providing a workplace of choice where all employees demonstrate behaviour consistent with our values.			
Respect – Taking care of yourself and others whilst honouring and supporting diversity of skills, backgrounds and perspectives.		Excellence in Customer Service – Total commitment to informing, educating, consulting and responding to customer needs in a respectful and professional way.	
Integrity – Being who you say you are, telling the truth and being consistent and reliable.		Innovation – A willingness to seek ideas, share knowledge and remain flexible to new ways of doing things. It also means taking risks, making mistakes and creating time to reflect on issues to allow new solutions to surface.	
Team Spirit – Helping others, regularly sharing thoughts and knowledge, celebrating milestones, having fun and working towards a common goal.		Continuous Improvement – A continual openness to learning, sharing, reflecting, challenging and improving the ways things are done.	

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Position Outcomes – Key Duties and Responsibilities

1. Service Delivery

- Outcome: Provide high-quality, robust systems that facilitate search, discovery, and delivery of library services and resources to the local and wider community.
- Outcome: Ensure that systems are optimized for acquisitions, cataloguing, and e-resource management operations through working with system vendors and technical staff.
- Outcome: Develop and maintain a master list of system upgrades, modifications, and fixes.
- Outcome: Maintain up-to-date professional knowledge and skills in areas related to library systems as well as maintaining general knowledge of current trends in library services and delivery.
- Outcome: The library website and online services are current and contemporary.
- Outcome: Performs other duties related to library systems as needed to accomplish Library Services goals.

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).

3. People and Management

- Outcome: A positive team spirit is fostered between Shire services in accordance with the Shire's Organisational Values.
- Outcome: Good communication and interpersonal engagement contributes to productive relationships with internal and external customers.
- Outcome: Team members are supported to meet organisational and service requirements.

4. Statutory Responsibilities

- Outcome: The Statutory responsibilities of the position are understood and met including, but not limited to, records management; disability access and inclusion; and emergency management and recovery activities following an emergency affecting the community.
- Outcome: Requirements of the Library Board of Western Australia Act (1951) and associate regulations are met.

5. Strategic

- Outcome: Individual work plan contributes to service and corporate priorities.

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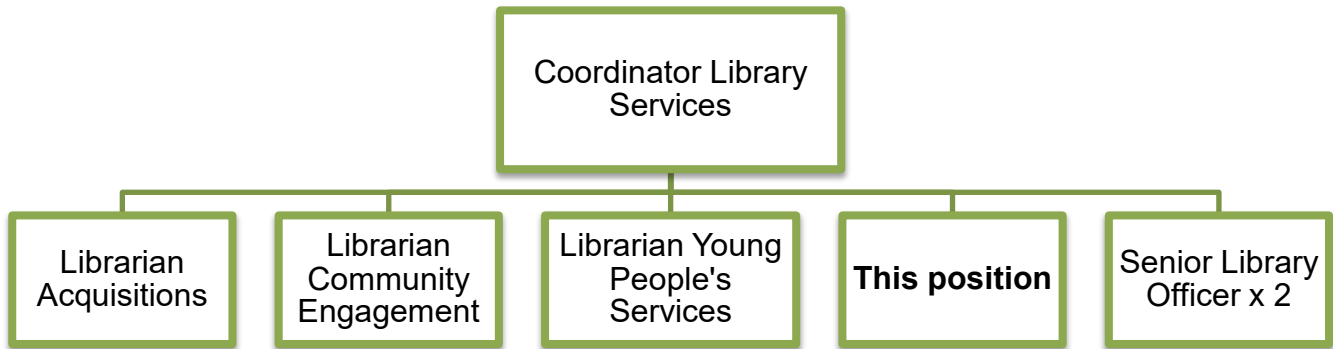
Position Requirements		
Skills and Abilities	Essential	Desirable
• Well developed proficiency and capability with personal computers and software, the Web, and library-relevant information technology applications.	X	
• Direct working experience with integrated library systems and related search and discovery products	X	
• Evidence of broad, in-depth technology and library systems knowledge, skills, and experience. Particularly library management systems and RFID.		X
• Well developed customer service and communication skills	X	
• Developed ability to work collaboratively with internal and external stakeholders	X	
• Demonstrated organisational and administrative skills	X	
• Developed ability to work independently and in a team environment	X	
Knowledge		
• Sound knowledge of current industry trends in search, discovery, and delivery systems.	X	
• Working knowledge of cataloguing principles, including MARC and RDA		X
Experience		
• Considerable professional experience (2 or more years) in public libraries in a similar role	X	
• Proficiency in the use of Spydus or other library management systems	X	
Training/ Qualifications		
• Diploma in Information and Library Services or higher (or working towards)	X	
• Eligible for Associate membership to ALIA	X	
Other		
• Current WA 'C Class Driver's Licence	X	
• Current National Police Clearance	X	

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	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Climb/Balance	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Walk	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Crouch/Kneel	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sit	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Talk/Hear	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Handle	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Taste/Smell	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Reach	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					

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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 precautionary measures to identify, assess and control risks in accordance with statutory requirements and the Shire's Risk Management Framework.

Organisational Relationship



Extent of Authority and Accountability

Working under the general supervision of the Coordinator Library Services, 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 Policies, Procedures, Organisational Practices and Guidelines
- Council register of delegated authority and Primary and Annual Returns

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

Position Description Certification

Prepared by Coordinator Library Services

Effective Date 8 March 2024

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

Employee Conditions and Benefits

Work/Life Balance

- Flexible working arrangements (including RDOs, working from home opportunities and part-time/job share arrangements)
- Wellness days
- Additional purchased leave options (up to 2 weeks)
- End of year close down
- Additional family and domestic violence 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 16%)
- Salary sacrifice options for superannuation, child care fees, novated lease
- Discounted Private Health insurance membership (selected health funds)
- Free parking
- Discounted Microsoft Office 365
- 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

