

Position Description

| Position Information | | | |
|--|--------------------------------|---|--|
| Job Title | Senior Library Officer | Classification | LGO (EB) Level 5 |
| Directorate | Strategic & Community Services | Service | Libraries, Communications and Engagement |
| Status | Full-time | Contracted Hours | 37.5 hrs per week. |
| Reports to | Coordinator Library Services | 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 development and delivery of library services while leading and supporting staff and volunteers to provide a high-quality customer experience. | |
| 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: Library Officers, casual library staff and volunteers are provided with supervision and guidance in daily operational matters and work tasks in order to maintain continuity of service.
- Outcome: Library Officers, casual library staff and volunteers are inducted, trained and supported in undertaking their roles.
- Outcome: Networks are developed and maintained with community groups, organisations and relevant key stakeholders to support the delivery of library services.
- Outcome: Input is provided to the Coordinator Library Services in the review and development of Library Services policies and procedures.
- Outcome: Tasks associated with cataloguing the library collection are undertaken with the Librarian Acquisitions.
- Outcome: Friendly, approachable and efficient customer focused service and assistance are provided.
- Outcome: Tasks are completed accurately and efficiently to ensure quality resources and services are provided to library patrons.
- Outcome: Operational reporting is effectively communicated to Coordinator Library Services.
- Outcome: Other duties relevant to the running of the service are undertaken as directed by the Coordinator Library Services.

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: Personal behaviours reflect and promote the Shire's Organisational Values at all times.
- Outcome: Good communication and interpersonal engagement contribute to productive relationships with internal and external clients and colleagues.
- Outcome: Team members are supported to meet organisational and service requirements.

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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 associated regulations are met.

5. Strategic

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

Position Requirements

| Skills and Abilities | Essential | Desirable |
|--|-----------|-----------|
| • Highly developed people management skills | ✓ | |
| • Highly developed communication and customer service skills | ✓ | |
| • Developed time management skills | ✓ | |
| • Highly developed decision-making and problem solving skills | ✓ | |
| • Developed ability to work independently and in a team environment | ✓ | |
| • Developed skills in information technology troubleshooting | ✓ | |
| • Demonstrated organisational and administration skills | ✓ | |
| • Highly developed numeracy and literacy skills | ✓ | |
| Knowledge | | |
| • Sound knowledge in information technology, Microsoft Office products and web applications | ✓ | |
| • Sound knowledge of a range of information technology and software in the provision of library services | ✓ | |
| • Working knowledge of Spydus or a similar library management system | ✓ | |
| • Sound knowledge of copyright legislation and how it applies in a library setting | | ✓ |
| • Working knowledge of the State Library of WA, its operation and structure | | ✓ |
| • Working knowledge of cataloguing principles including MARC and RDA | | ✓ |
| Experience | | |
| • Minimum two years' experience working in a library (preferably a public library) | ✓ | |
| Training/ Qualifications | | |
| • Diploma in Information and Library Services or higher (or working towards) | | ✓ |
| Other | | |
| • Current WA 'C' Class Driver's Licence (or equivalent) | ✓ | |
| • Proof of COVID-19 Vaccination and Flu Vaccination | ✓ | |
| • Current National Police Clearance | ✓ | |

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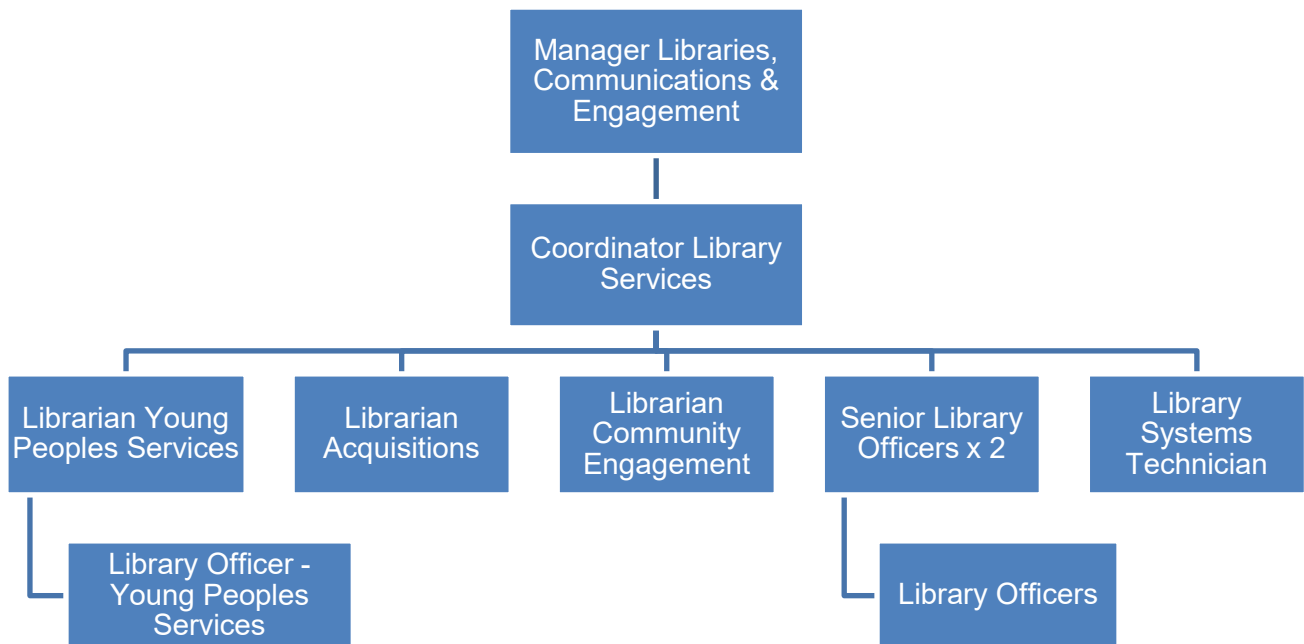
General Physical Requirements

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"/> | | | | | |

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



Position Description

Extent of Authority and Accountability

Working under the general direction 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.

Financial Authority: N/A

Position Description Certification

Prepared by Manager Libraries, Communications and Engagement

Effective Date: September 2022

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

