



## Position Description

<b>POSITION TITLE:</b>	Library Assistant
<b>SECTION:</b>	Community Development
<b>DEPARTMENT:</b>	Corporate Services
<b>CLASSIFICATION:</b>	Band 1 Level 3 Grade 6
<b>REPORTS TO:</b>	Senior Librarian
<b>DATE OF LAST REVIEW:</b>	2 March 2022

### PURPOSE OF THE POSITION

To contribute to the provision of an efficient, high quality, multi-purpose library facility for local residents and visitors to the Valley.

### SELECTION CRITERIA

1. Relevant library qualification or equivalent knowledge and experience
2. Ability to work in a team environment
3. Demonstrated customer service skills
4. Keyboard and computer skills
5. Ability to communicate at all levels
6. Able to work unsupervised
7. Well-developed information research skills
8. Availability to work at both library branches
9. Availability to work Saturday mornings

## KEY RESPONSIBILITIES

### Day to day operation of libraries

- Accept and process donated books, withdraw old magazines, repair damaged books
- Advise Council's manager of buildings of any maintenance requirements including emergency repairs
- Assist the public with reference enquiries
- Charge and discharge loans, pursue recovery of overdue books (notices/fines)
- Ensure Library is secure at the close of business daily and notify Council's Security provider of any breaches of building security after hours
- Maintain day to day cleanliness/organisation of Library including garbage removal
- Maintain library equipment and stationery supplies
- Notify borrowers when reservations are available for collection
- Operate a multi-task library computer system (Spydus), including public internet access
- Prepare materials for loan to other libraries
- Process periodicals and newspapers.
- Process reservations for library materials, inter-branch and inter-library loans
- Provide reader assistance/answer reference enquiries (telephone and in person)
- Receive and process new materials allocation
- Select materials for housebound readers
- Shelf, shelf-check and maintain the general appearance and order of library materials
- Supervise and instruct volunteers, community service placements, work experience students
- Refer members of the public to the appropriate Council or community contacts where possible.

### Reporting

- Compile statistics (daily/monthly loans, borrowers, internet usage, door counters etc) and report to the Senior Librarian or Manager Community Development as required.
- Process and account for petty cash, fines, photocopying etc

### Co-ordinate and Promotion of Services and Activities

- Instruct students on Library usage, research services and homework services
- Conduct children's activities during the year eg story-time
- Maintain Notice Board including creation and preparation of special displays
- Co-ordinate or conduct special events
- Prepare written articles regarding library services and items of interest for distribution to public via newsletters or media in collaboration with the Library Officer
- Maintain exhibition of Council material/documents and assist with promotional or special events

### Planning

- Contribute to development of an annual work plan and timetable of events by Senior Librarian.
- Advise Senior Librarian of future operational needs (equipment, furniture, human resources and the like) for consideration in Council's Management Plan and Budget processes.

## OTHER KEY CORPORATE RESPONSIBILITIES

Work Health and Safety	<ul style="list-style-type: none"> <li>• Follow safe practices/procedures to perform your duties in a manner, so as not to put yourself or others at risk of harm</li> <li>• Participate in development of safe work methods and risk assessments with your supervisor when required;</li> <li>• Actively participate in WHS inductions and training when required;</li> <li>• Wear personal protective equipment (PPE) in the prescribed manner and when specified;</li> <li>• Participate in workplace inspections if required;</li> <li>• Take care of any plant or equipment of any kind, including computer and other telecommunication devices;</li> <li>• Participate in emergency preparedness training, including any required knowledge for business continuity plans</li> <li>• Report all hazards, near misses and damage to Nambucca Valley Council's property to the General Manager (or delegate).</li> <li>• Where required for the position, either by legislation or through Nambucca Valley Council's policies and procedures, maintain all certificates, licences, operative training etc, and advise the General Manager (or delegate) of any change to these, including vehicle licences.</li> <li>• Report all injuries/illnesses to the General Manager (or delegate) immediately;</li> <li>• If injured at work, actively cooperate and participate to comply with obligations imposed under injury management and return-to-work plans where applicable.</li> <li>• Report any potential public liability and professional indemnity exposures in your workplace to the General Manager (or delegate).</li> </ul>
Council's Policies and Procedures	Comply with all Council policies and procedures which are relevant to the position. Identify where these are out-of-date and where improvement is needed
Customer Service	Promote a professional and positive image of Council. Take a pro-active approach to providing excellent customer service – to both internal and external customers.
Equal Employment Opportunity	Comply with the requirements of the Anti-Discrimination legislation and Council's policies and procedures relating to EEO and Anti-Discrimination. Take appropriate action to ensure a harassment-free workplace.
Ethical Conduct	Comply with the requirements of Council's Code of Conduct. Take appropriate action to ensure a workplace free from corruption, maladministration and serious and substantial waste.
Environmental Protection	Comply with the requirements of legislation and Council's policies and procedures relating to environmental protection. Take appropriate action to ensure the protection of the environment.
Statutory Obligations	Ensure that all statutory obligations are met in an appropriate and timely manner and are applied fairly and impartially.
Records Management	Ensure that all corporate records are fully and accurately captured and maintained, to comply with legislative requirements and business needs.
Teamwork	Support and promote teamwork through co-operation and communication.

## OUTPUT MEASURES

- Accurate and timely maintenance of computer and manual files
- Accuracy of recorded information (membership/borrowings/library collection etc)
- Prompt, courteous and efficient handling of personal and telephone enquires
- Prompt, courteous and efficient handling of reader and other library requests
- Provision of timely and accurate statistical information
- Relevant, informative and attractive displays
- Maintain condition and timely rotation of library materials
- Cleanliness and security of Library Building and surrounds
- Profile/recognition of the Library service and Council in the general community

## COUNCIL VALUES

Council is committed to creating a workplace where staff demonstrate the following values in our behaviour and conduct:

<b>Professionalism</b>	Show drive and motivation, innovation, risk awareness, an awareness of strengths and weaknesses and a commitment to learning
<b>Accountability</b>	Take responsibility for own actions, act in line with legislation and policy and be open and honest
<b>Community Focus</b>	Commit to delivering customer and community focused services in line with strategic objectives
<b>Teamwork</b>	Be a respectful, inclusive and reliable team member, collaborate with others and value diversity
<b>Safety</b>	Strive towards a safety focused workplace culture to ensure the wellbeing of staff, their families and the community
<b>Value for money</b>	Achieve results through efficient use of resources and a commitment to quality outcomes

## ACCEPTANCE

I, \_\_\_\_\_ confirm I have read and understood the Position Description. As the incumbent of this position, I agree to work in accordance with the requirements of the position and will abide by Nambucca Valley Council's policies and procedures.

I understand this Position Description is designed to guide the responsibilities and activities to be undertaken in this position and is not intended to be an exhaustive list. I acknowledge that the organisation, in response to changing priorities, may vary tasks and responsibilities from time to time.

Signature:

Date: