Position Description

Library Support Assistant (Technical Services)

Name of appointed officer:	Vacant
Date of appointment:	
Date of last review of position description:	September 2021

Salary and conditions

All terms and conditions of employment are consistent with the Local Government (State) Award unless otherwise stated.

Assessed entry level of position within salary system:	Band 1 Level 3
Position limit within salary system: (20 Grade structure)	Grade 2 – Entry to Step 4
Status of position:	Permanent part time
Hours of work per fortnight:	42

Organisational relationships

Directorate:	Corporate and Governance
Section:	Cultural, Community and Industry
Team:	Regional Library
Work base:	Grafton, however this may change should business need identify other work locations to be more appropriate to deliver our services in the future.
Position responsible to:	Team Leader (Regional Resources)
Level of support and supervision:	High
Level of personal management	Medium
Level of teamwork required:	High
Supervision of staff:	Nil
Internal contacts:	All staff within Council, Regional Library Services, other library staff
External contacts:	Library members, visitors, volunteers, general public

Vision, mission and values	
Our vision:	To make the Clarence Valley a community full of opportunity
Our mission:	To plan and deliver services valued by the community
Our values:	the acronym **'STRIVE'** describes the values and behaviours which are considered to be core requirements when we deal with each other and our community

SAFE
We have a safety focused workplace culture to ensure the wellbeing of our staff and the community

TEAMWORK
We work together as one council towards shared goals and for the greater good of the community

RESPECT
We are inclusive, treat people with courtesy and fairness, and ensure each individual is valued and heard

INTEGRITY
We behave in a way that is honest, open, and transparent. We will take responsibility for our actions and strive for excellence

VALUE
We deliver services efficiently, effectively, and in an environmentally and financially sustainable manner.

ENGAGEMENT
We engage with our staff and community to inform our decision making, and create awareness of our activities

Purpose of the position
To undertake the end processing of library stock to shelf ready standards
To assist in an effective courier exchange system to ensure a high level of customer satisfaction
To assist with the maintenance of the library's collections

Major duties and responsibilities
Assist with the operation of the library following established policies and procedures
Provide high level customer service to library stakeholders (internal and external) at all times
Undertake the end-processing of library stock
Shelve returned STACK items

Major duties and responsibilities

Assist with the maintenance of the library's collections

Assist with unpacking deliveries of new materials and check the receipt of items against the invoice

Assist with the Regional Library's courier system between the libraries and Regional Services to meet customer needs and library standards

Cancel withdrawn Library materials from the Library Catalogue

Assist with the Regional Library's internal and external mail processes

Assist with the collection development process, including stocktake and weeding

Assist with printing and dispatch of overdue notices

Monitor stock levels of stationery and processing materials

Assist with allocation of stock to libraries

Keep abreast of the trends in public libraries

Operate and routinely maintain office equipment and computer technology

Undertake administrative responsibilities associated with the position

Essential selection criteria

The selection criteria must be addressed as part of your application. Applicants must meet the essential criteria in order to be considered for interview.

Education and knowledge

Higher School Certificate; or equivalent relevant industry experience

Licences/tickets, clearances, membership

Current Drivers Licence

Current Child Protection (Working With Children) Check Number or APP Number

Experience

Proven manual dexterity relevant to processing library materials (e.g. paper based craft such as scrapbooking, book covering, card making)

Position related skills

Ability to prioritise daily tasks

Well developed communication and interpersonal skills

Work qualities

Behaviour that positively demonstrates commitment to Council's STRIVE values

Desirable selection criteria

The following criteria are considered important and demonstrated capacity to meet them will be highly regarded.

Education and knowledge

TAFE studies in a library or administration related field

Experience

Demonstrated familiarity with public library services

Position related skills

Basic proficiency in Microsoft Word

Physical requirements of the position

Frequent use of computer keyboard

Frequent bending

Moderate/heavy loads moved

Repetitive tasks

Prolonged sitting

Prolonged periods of standing

Other features of this position may include

Not applicable

Generic performance requirements

Ethics/probity – act in accordance with the Code of Conduct.

Equal employment opportunity - comply with Council's Equal Employment Opportunity (EEO) Protocol.

Health and safety (WHS) - undertake duties and act at all times in accordance with the WHS Management System.

Other duties (outside of specific position requirements) - under the provisions of the Local Government (State) Award, Council may direct any employee to carry out duties that are believed to be within the employee's skills, qualifications, competence and fitness capabilities, whether or not they are a usual function of the position. Where an employee is required to perform duties associated with a higher position, the **Use of skills** Clause in the Local Government (State) Award will apply.

Declaration

In signing this declaration I acknowledge that I, ...
have been advised of the requirements, terms and conditions of appointment to this position based
on this Position Description.

Signed: ....   Date   ....

Employee