

Position Description – LIBRARY OFFICER

Shire of Donnybrook Balingup 063.V.24.1



GENERAL OVERVIEW:

Position Title/Number:	Library Officer / 063
Directorate/Division:	Corporate and Community
Industrial Instrument:	Local Government Industry Award 2020(IA)
Classification/Banding:	Local Government Authority, Banding 3
Reports to:	Manager Recreation Centre & Libraries Donnybrook District High School Teacher Librarian
Primary Location:	Library: Cnr Bentley street & Emerald Street Donnybrook

OUR VISION:

“ A proud community enjoying our rural lifestyle, cultural heritage, and natural environment. ”

POSITION OVERVIEW:

To assist and support the development, promotion and delivery of the public library services for the Shire of Donnybrook Balingup in conjunction with the Donnybrook District High School (Department of Education).

POSITION OBJECTIVES:

Customer Service

- > Assist with the delivery of library services to the Donnybrook District High School and the Shire of Donnybrook Balingup community.
- > Assist with library operations and administrative processes.
- > Catalogue records according to RDA and MARC standards.
- > Assist with the delivery of collection-based services to the public (includes physical and digital items).
- > Assist with money handling procedures and banking.
- > Assist with the development and delivery of key projects, focusing on increasing community vibrancy and participation.
- > Attend training as appropriate to develop skills in line with continuous improvement.
- > Develop and implement new procedures and processes as directed.
- > All other duties as directed by the Manager Recreation Centre & Libraries and Teacher Librarian.



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ORGANISATIONAL RELATIONSHIPS:

Responsible for:	Nil
Internal Relationships:	All Shire of Donnybrook Balingup employees
External Relationships:	Federal and State government agencies, other local governments, community groups, agencies, contractors, staff associations and organisations, private sector stakeholders, ratepayers, local residents, media, and general public.

POSITION BENEFITS:

Rostered Day Off (RDO):	No	Vehicle:	No
Mobile Telephone:	No	Laptop/computer:	No
Gym Membership:	Yes	Wellbeing Program:	Yes

CORPORATE RESPONSIBILITIES:

Budget:	Council adopted
Code of Conduct:	All employees are responsible for adhering to the Shire's Code of Conduct and the policies and procedures that support it.
Workplace Health and Safety (WHS):	The Shire of Donnybrook Balingup is committed to ensuring the health and safety of its employees. All employees have responsibilities and accountabilities which are identified in Operational Procedure EXE/OP-7 Work Health and Safety Responsibilities.
Equal Opportunity:	Comply with the Shire's EO requirements and provide, so far as practicable, an environment that is fair, equitable and free of harassment for staff and those we serve.

TRAINING MATRIX:

Training can be achieved through many different mediums, including previous experience, formal qualifications and education. The following programs are provided to you, and are compulsory, as a new employee of the Shire of Donnybrook Balingup:

Shire of Donnybrook Balingup Induction:	To be completed within one (1) week of commencement of employment as per contract.
Workplace Health and Safety (WHS) Induction:	To be completed within two (2) weeks of commencement of employment as per contract.

ANNUAL PERFORMANCE REVIEW:

At least once in every calendar year, an evaluation of the position holder's performance will be conducted by the Manager / Supervisor. The annual review will include an assessment of achievement of the key duties, responsibilities, and key performance indicators (KPIs) and will be used to identify training and development needs.



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SELECTION CRITERIA:

Essential Requirements

The following selection criteria are identified as being required to achieve the outcomes in the context of this position. Applicants will need to provide evidence of their capability to transfer their knowledge and skills to achieving the outcomes of this position.

- > Demonstrated commitment to delivering exceptional service to internal and external customers.
- > High level of computer literacy skills (Microsoft Word & Excel).
- > Excellent written and verbal communication skills.
- > Excellent time management skills.
- > Ability to work independently with minimum supervision.
- > Demonstrated ability to use initiative.
- > A proven commitment to Work Health and Safety principles and practices.

Desirable Experience and Qualifications

- > Sound knowledge of Administration requirements of Local Government.
- > Sound knowledge of the services provided by Local Government Community Development.

ACKNOWLEDGEMENTS:

The details contained in this position description are an accurate statement of the key duties and responsibilities and other requirements of this position and consideration has been given to any relevant KPIs and objectives.

Manager Name:

Signature:

Date:

I have noted the statement of the key duties and responsibilities and other requirements as noted in this position description. I also acknowledge that other duties, KPIs and objectives may be assigned to this position as required from time to time to meet the business needs of the organisation.

Position Holder

Name:

Signature:

Date: