



POSITION DESCRIPTION FORM

File No: PDF-0015525

POSITION IDENTIFICATION

Title:	Library Officer	Level:	Level 4
Service Unit:	Community Services	Award:	Local Government Industry Award 2020
Directorate:	Corporate & Community Services	Date Effective:	25 March 2019
Reporting to:	Coordinator Library Services	Date Last Reviewed:	4 January 2022

PURPOSE OF POSITION

- Ensure that library services contribute to an overall positive image of the Shire's public libraries by providing excellent customer service.
- Support the development, implementation and coordination of innovative services and quality programs that cater for the diverse interests and demographics of the community within a contemporary public library service.
- Maximise the accessibility of the Shire's public library services in the community through active development and promotion of in-library and online resources.

SUMMARY OF ACCOUNTABILITIES & RESPONSIBILITIES

- Provide quality service to ensure library services meet customer needs in resource collection, technologies, internal library design, and online services.
- Maintain a comprehensive knowledge of developments in current library practices and programs with a focus on public libraries.
- Keep up to date with emerging technologies and implement these technologies for use by customers and staff of the Shire's public libraries.
- Actively promote facilities and services to enhance the libraries role as a community space.
- Maintain stock rotation and safeguarding of stock in accordance with established processes and practices.
- Any other duties as directed by the line supervisor / manager.
- Undertake on the job and off the job training as required to develop the necessary knowledge for the position.

ORGANISATIONAL RELATIONSHIPS

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Responsible for: Not applicable at this level.

Internal Relationships: All Shire of Dardanup employees and Elected Members.

External Relationships: Federal and State government agencies, other local government authorities, community groups and organisations, private sector stakeholders.

POSITION DIMENSIONS

Work Location: Eaton Community Library and Dardanup Community Library.

Delegated Authority: Not applicable at this level.

Driving Requirements: C (Car) or CA (Car Automatic) class motor vehicle licence (preferable).

EXTENT OF AUTHORITY

This position operates under direction of the Coordinator Library Services within established guidelines, procedures and policies of Council as well as statutory provisions of the Local Government Act and other legislation.

CORPORATE ACCOUNTABILITIES

- All employees are bound by the requirements of the Local Government Act 1995 to act with integrity, and in a way that shows a proper concern for the public interest;
- Comply with Council's Code of Conduct, management directives and approved policies and procedures.
- Avoid participation in any activities that may represent a conflict of interest with Council transactions and your obligations.
- Maintain obligations described within the Shire's Customer Service Charter.
- Comply with all requirements for capturing corporate information and understand that the Local Government is the owner of all Intellectual Property rights in all documents, materials or other things created or contributed to by the Employee (whether alone or with others) in the course of their employment.
- Exercise discretion and maintain confidentiality in dealing with sensitive and high-level issues.
- Deliver effective use of Shire resources within the level of accountability for this position.
- Ensure your own safety and health at work by undertaking your work duties in a safe and proficient manner. Exercise your duty of care by having thought and regard for others by ensuring that you avoid adversely affecting, the safety or health of any other individual through any of your acts or omissions at work as per Council's OSH policies and the Work Health and Safety Act 2020, as amended.
- Employees shall cooperate with the Shire of Dardanup in the carrying out of the obligations imposed on the Shire under the Work Health and Safety Act 2020, as amended.
- Provide an ongoing commitment to risk, emergency management and business continuity principles.

VALUES

Our Values:

- T**rust
- R**espect
- A**ccountability
- C**ommunity / Customer Focused
- E**xcellence
- S**upport

TRACES: A visible mark, such as a foot/fingerprint, made or left by the passage of a person.



SELECTION CRITERIA

Essential:

1. Demonstrated experience in delivering contemporary public library services to the community.
2. Knowledge and experience with electronic library management systems.
3. Accurate cash handling and receipting of monies with experience reconciling daily takings and banking.
4. Sound research, knowledge gathering and project management skills relating to public library services and programs.
5. Demonstrated public relations and interpersonal skills in a customer based environment with an ability to influence, negotiate and resolve conflict.

Desirable: