



POSITION DESCRIPTION

LIBRARY ASSISTANT POSITION NUMBER - 2019

POSITION OBJECTIVES – Purpose of Position

The Library Assistant is responsible for assisting in the delivery of Library Services to the members of the Oberon Community.

REPORTING RELATIONSHIPS

This role reports to the Library Manager

This role will work with a broad array of internal and external stakeholders in the delivery of Oberon Library services.

HIGHER DUTIES AND RELIEF

This position may be required to act in the capacity of Library Manager as directed.

CONDITIONS OF EMPLOYMENT is subject to the Local Government (State) Award 2023.
This is a permanent part-time position.

24 hours a week

Wednesday 9.30am – 1.30pm

Thursday and Friday 9am – 5.30pm

Saturday 9am to 1pm

Additional hours, which include evenings and weekends may be required.

THE POSITION IS CLASSIFIED IN OUR SALARY SYSTEM AS GRADE 4

DELEGATION OF AUTHORITY

This position has no Delegation of Authority.

DUTIES

This role is responsible for:

- Provide high quality customer service
- Promote Library services and resources
- Assist with accessioning and preparation of resources
- Assist in maintaining a safe and welcoming environment
- Provide circulation services including issuing, returning, renewing and reserving items.
- Membership management
- Design, deliver and evaluate library programs Other Library duties as required

KEY SELECTION CRITERIA

Essential

1. Demonstrated experience in a customer service role.
2. Well developed oral and written communication skills.
3. Ability to use a range of technologies and assist library customers in the use of current and emerging technologies.

4. Ability to prepare, facilitate and assist in the delivery of programs and events.
5. Demonstrated commitment to learning and continuous self-improvement as well as a positive approach to change, flexibility and adaptability in the work environment.
6. Demonstrated ability to work both as a team member and independently with proven time management and organisational skills.
7. Current Working with Children Check.
8. Completion of Higher School Certificate (HSC) or equivalent

Desirable

1. Previous Library experience
2. Willingness to obtain Library qualifications
3. Current C class Driver's Licence.

KEY PERFORMANCE INDICATORS

1. Provide professional customer service to the library visitors.
2. Develop, implement, promote and evaluate quality, effective and appropriate Library programs and events.
3. Process new resources in a timely and accurate manner
4. Record daily and monthly statistics in a timely and accurate manner.
5. The library is presented in a welcoming and safe manner



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Employee Signature

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Name

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Date