



POSITION DESCRIPTION

Position Title:	Library Technician
Officer:	
Department:	Chief Executive Officer
Award:	South Australian Municipal Salaried Officer's Awards
Enterprise Agreement:	CGVC Enterprise Agreement 2018
Tenure:	12 month contract

Position Objectives & Responsibilities

Library Services

Objective: Provide a range of services related to the effective delivery of Library Services

- Contribute to the planning, development and promotion of a range of educational, informational and recreational library programs and services. Assist with publicity, promotions and outreach programs. Contribute towards fostering community interest and involvement in the programs and services provided by Library and Information Services.
- Understand the needs of the Clare and District Community and maintain and develop programs to build and sustain relationships between the Library and the community
- Attend to counter enquiries. Process membership registrations, and assist library patrons in the lending, returning and selection of library items and other information services.
- Utilising the Public Library Services (One Card) Library Management System, accurately catalogue new materials and maintain the records for the library's collection with adherence to network protocols. Oversight of quality control of the Clare and Gilbert Valleys contribution to the One card catalogue and customer records. Maintain serials catalogue / database including the addition of new issues.
- Contribute to circulation activities, including processing loans and returns, reshelving, maintaining and follow-up of overdue files, and maintenance of holds/reservation data.
- Undertake and/or contribute to the design and delivery of various educational and storytelling programs, including Toddler tales, rhyme time, school holiday activities, promotional events, displays, digital and adult

programs including coding club, home library service and other informational or recreational programs.

- Design and delivery of marketing materials for promotional events.
- Conduct regular stocktakes. Maintain stocks of required items and supplies. Rotate items between library branches. Ensure timely repairs are undertaken to damaged stock items and contribute to quality control of collection.

Library Administration

Objective: Participate in a team approach towards the day to day operational requirements of the Library

- Contribute to the development, implementation and review of the Library's operations, services, policies and practices to ensure they continue to meet customer requirements.
- Report any critical systems and or facilities faults to the Library Manager
- Contribute to the annual preparation of budgets.
- Contribute to the selection and/or purchase of various resources, within prescribed budgets.
- Oversight of the daily receipt of monies for various Council services and ensure appropriate procedures are maintained.
- Prepare monthly statistics and reports. Keep the Library Manager informed of critical issues or concerns regarding the day to day operational requirements of the Library
- Undertake various word processing requirements and assist with the development of promotional materials, reports and other documents.

Work Health & Safety

Objective: Ensure compliance with and observance of all WHS policies, obligations and the undertaking of safe practices by patrons and volunteers.

- Contribute to the overall maintenance of effective and safe working practices for both library patrons, volunteers and staff.
- Observe, and maintain awareness of safe working practices, and report any hazards or risks to the Library Manager.
- Use appropriate equipment provided for health and safety purposes
- Observe any reasonable instructions in relation to health and safety at work
- Comply with Council's WHS Policy and legislative requirements

Person Specification

Qualifications

- Library related studies desirable. Eligible for Associate (professional) membership of Library and Information Association of Australia
- SA Class C Drivers Licence

Knowledge

- Sound knowledge of the total range of Library services, cataloguing procedures and library practices
- Sound knowledge of Public Library Services One card system, and other automated library management systems
- Sound knowledge of the principles and application of effective human resource management and financial management
- Sound knowledge of the Internet and the use of websites, particularly how they relate to the provision of library services
- Sound knowledge of role, services and functions of Council, and Council policies and procedures
- Sound knowledge of digital applications and devices.

Skills

- Effective oral communication skills, particularly information sharing and interacting with the members of the public
- Effective written communication skills in order, provide reports, draft policies and write correspondence
- Organisation skills, including time management, prioritisation and the ability to delegate effectively
- Effective digital communication skills including production of marketing materials.

Experience

- Experience in a supervisory role, strategic and business planning, contributing to policy development, particularly in the area of providing high levels of customer and library programs in the public or private sector
- Experience with change management programs, and the ability to contribute effectively in effecting changes relevant to the work area
- Experience with Library automated systems, databases, electronic mail and other relevant IT systems
- Experience with computer based word processing and spreadsheet applications

Attributes

- Ability to facilitate and support effective teamwork
- Demonstrate a high level of interpersonal skills and work ethics, including:
 - motivation and enthusiasm
 - commitment to professionalism
 - customer service
 - discretion, diplomacy and tact.

Job Requirements and Delegations

- Current drivers license essential
- Observe the Code of Conduct for Council Employees
- Observe Equal Opportunity legislation and principals
- Some after hours work may be required

- Attend conferences, seminars and training courses to maintain competencies
- The incumbent is responsible and accountable for adequately managing the corporate records they create and receive, according to relevant legislation, policies and procedures
- The officer is authorised to take any reasonable action to carry out the responsibility and functions delegated to him/her so long as such action does not deviate from established practices and policies as determined by Council and the Chief Executive Officer