

The City of Joondalup takes pride in being a City that is committed to service delivery excellence and operates under the principles of good governance. To achieve this vision we seek the services of highly motivated staff to join our team and make a difference to the City of Joondalup and its community.

Student Librarian (Part time fixed term contract)

- Salary: \$45,527 - \$48,622 per annum (pro rata)
- 17 hours per week (alternate weekends and one evening per week)
- Fixed term contract up to 12 months
- Plus up to 14% superannuation (conditions apply)
- Ref No: 11-049

A motivated and enthusiastic person currently undertaking Library and Information Studies is sought for an excellent opportunity in the Reference and Local History area of the Joondalup Library.

This specialist service offers public and staff access to the Internet, on-line databases, CD-ROM network facilities, local history resources, monographs, serials and international newspapers, as well as WACE and study assistance.

To be successful you will be a customer service focussed team player with:

- Knowledge of reference resources and services.
- Excellent communication skills (both written and verbal).
- Good time management skills.
- Problem solving skills.
- Effective online library research skills.

Further information can be obtained by phoning **Barbara Hellriegel**, Reference and Local History Team Leader on **9400 4746**.

To apply, submit your resume and a covering letter addressing all selection criteria stated in the Position Description. Applications can be submitted online via our employment page at www.joondalup.wa.gov.au or mail to Human Resources at PO Box 21 Joondalup WA 6919. Applications close on **Friday, 17 June 2011**.

Garry Hunt
Chief Executive Officer

Canvassing of Elected Members will disqualify

POSITION DESCRIPTION/SPECIFICATION

1. POSITION IDENTIFICATION

Title	Student Librarian	Level	3
Service Unit	Community Development and Library Services	Position no.	00590
Directorate	Office of the CEO	Date Effective	September 2006
Reporting to	Reference & Local History Team Leader	Date last updated	15 October 2010

2. KEY OBJECTIVES

- Support, promote and enhance the provision of a specialised reference service to library patrons and provide support to Reference and Local History staff.
- Assist in the delivery of programs and services within the business unit in accordance with agreed Business Plan timelines and standards.
- To ensure that new technology and industry knowledge is shared with Reference and Local History Team members and other in the Business Unit as required.

3. KEY ACCOUNTABILITIES

- Maintain and promote a high standard of customer service to internal and external customers.

4. KEY ACTIVITIES (DESCRIPTION AND FREQUENCY)

ACTIVITIES
<p>Outcome: Customer Service</p> <ul style="list-style-type: none">• Serve library patrons in a prompt, courteous effective manner, in person, on line, on the phone or through rostered duties on desk• Assist the Reference and Local History Team Leader with resource exploitation through the development of collection knowledge and implementation of user guides• Assist in the selective dissemination of information to council staff and others as appropriate.• Responsible for accepting and receipting of money from customers• Assist with patron and staff training involving COJ website, online access, intranet and new technologies as they arise <p>Outcome: Library Operations, Services and Projects</p> <ul style="list-style-type: none">• Assist with the selection, processing and maintenance of library stock, including basic cataloguing and database records management.• Maintain physical appearance and organisation of the Reference and Local History Library, ensuring there are no safety hazards to customers or staff.• Assist with the development and maintenance of electronic resources on the library website.• Evaluate and assess library operations and procedures and make recommendations on future needs and directions.• Maintain awareness of library trends, emerging technology and professional issues via student training and professional reading.• Assist in the active promotion of the City's library service.• Assist in any new projects that arise as a part of new initiatives and actions from Business and Strategic planning sessions, as well as other duties as outlined by the Reference and Local History Team Leader.• Participate in the Library Operations and Services training plan to aid professional development opportunities in Public Libraries• Provide on the job training to other staff as required• Contribute to library training or procedure manuals as required• Oversee Library Service Officers, volunteers and work experience placements as directed <p>Outcome: Team Participation</p> <ul style="list-style-type: none">• Relieve or be rostered at any sub-unit or workgroup as required• Participate in rostered shifts including weekend work• Be proactive in sharing information and upholding cultural principles within the team

5. WORK RELATED REQUIREMENTS / SELECTION CRITERIA

Essential Skills/Knowledge, Experience:

Skills:

- Considerable verbal and written communication skills
- Effective computer literacy including internet research skills
- Effective time management skills
- Basic problem solving skills
- Ability to adapt to a variety of situations
- Ability to work as part of a team and is effective in a team environment
- Accurate numeracy and literacy skills
- Ability to remain calm under pressure
- Basic conflict resolution skills

Knowledge of:

- Basic knowledge of the Library and Information Service of WA
- Working knowledge of Occupational Safety and Health principles
- Knowledge of library operations
- Sound knowledge of customer service
- Developing knowledge of reference resources and services
- Sound knowledge of the online environment

Experience in:

- Online and web 2.0 environment

Qualifications/Clearances:

- Eligible for student membership of ALIA
- Currently studying towards a tertiary qualification in Library and Information Studies

6. EXTENT OF AUTHORITY

- This position follows standard procedures and acts within established guidelines.
- This position is encouraged to contribute to the development of work practices and procedures to benefit the Library Service.
- This position is able to solve problems in accordance with set guidelines and procedures.
- This position may be required to exercise judgement where procedures/practices are not clearly defined.
- This position may officially sign for Receipts, Library delivery acknowledgements, and work completion forms.

7. WORKING RELATIONSHIPS

Internal:

- Reference and Local History Team
- Libraries Administration
- Library Staff and volunteers
- Other Business Units

External:

- Library Patrons
- Other WA public libraries
- State Library of WA
- Tertiary Institutions

8. POSITION DIMENSIONS

NUMBER OF STAFF DIRECTLY REPORTING TO POSITION	0
NUMBER OF STAFF IN BUSINESS UNIT	73.15 FTE