

DEPARTMENT OF SPORT AND RECREATION

JOB DESCRIPTION FORM

2006/162/6

SECTION 1 - OFFICE IDENTIFICATION

		EFFECTIVE DATE OF DOCUMENT	
		Revised	
		July 2012	
DEPARTMENT OF SPORT AND RECREATION		CLASSIFICATION LEVEL 2	OFFICE No. 2IMC201T
DIVISION	BUSINESS MANAGEMENT	TITLE	Library Technician
BRANCH	INFORMATION MANAGEMENT		
SECTION	INFORMATION CENTRE	CONDITIONS OF EMPLOYMENT PSGA 2008	

SECTION 2 - REPORTING RELATIONSHIPS

Title	DIRECTOR BUSINESS MANAGEMENT
Classification	LEVEL 9

Responsible to

Title	LIBRARIAN
Classification	Specified Calling

Other offices reporting directly to this office.

Title & Classification:

Responsible To

THIS OFFICE

Offices under <u>direct</u> responsibility		
Title	Classification	Number of FTE's Supervised and controlled:
NIL		

SECTION 3 - KEY RESPONSIBILITIES

The position focuses on the operational and technical duties involved in the provision of library and research services to Departmental staff and other key stakeholders of the organisation in a timely effective manner.

Classification
Assessment

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State BRIEFLY the key responsibilities or prime functions of the job.

TITLE Library Technician		CLASSIFICATION Level 2	OFFICE No. 2IMC201T	
BRIEF SUMMARY OF DUTIES TO BE PERFORMED LISTED IN DESCENDING ORDER OF IMPORTANCE.				
Duty No.	Details		Freq	%
1.	INFORMATION SERVICES		D	45
	1.1	Manage and facilitate library loans, material circulation and document delivery services to library clients.	D	
	1.2	Assists in the provision and retrieval of printed information resources in a closed collection environment.	D	
	1.3	Assist in the provision and promotion of the e-resources and the e-Library intranet site to our users.	D	
	1.4	Compile and distribute current awareness services.	M	
	1.5	Compile and distribute the journal update publication.	M	
	1.6	Compile and distribute the Daily Sport News service.	D	
	1.7	Collects and maintain weekly, monthly and yearly usage statistics.		
	1.8	Assist in the training and roll out of the Clearinghouse for Sport library service to the Western Australian sport and recreation community.	D	
2.	TECHNICAL SERVICES		D	45
	2.1	Assists in the acquisition, accessioning and circulation of library material.	W	
	2.2	Indexes sport, recreation and leisure articles as directed by the Librarian.	W	
	2.3	Undertake re-shelving of both the monograph and serial collections.	W	
	2.4	Creates basic bibliographical records and updates data on the library automated system.	D	
	2.5	Process and return loan items using the library system.	O	
	2.6	Update the e-Library webpage as required.	O	
	2.7	Process and complete staff cessation lists.	O	
	2.8	Organise payment forms for Information Centre purchases.	D	
	2.9	Stock-take collection as required.		
3.	OTHER		O	10
	3.1	Provides support to the other members of the team as required.	O	
	3.2	Ensures clients are aware of their copyright requirements.	O	
	3.2	Assists in maintaining the Information Centre's physical collection.	O	
	3.3	Assist in the marketing of the service.	O	
	3.4	Performs other duties as requested.	O	

FREQUENCY: D-Daily; W-Weekly; F-Fortnightly; M-Monthly; O-Occasionally or as required;
A-Annually.

SECTION 5 - SELECTION CRITERIA

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TITLE	CLASSIFICATION	OFFICE No.
Library Technician	Level 2	2IMC201T

EACH CRITERION TO SPECIFY WHETHER ESSENTIAL OR DESIRABLE

ESSENTIAL

1. Excellent interpersonal skills, ability to communicate effectively with clients and other library members.
2. Ability to plan and manage time, work load and workflow effectively both independently and in consultation with other team members.
3. Previous experience undertaking library tasks such as circulation, document delivery, collection maintenance and journal acquisitions.
4. Demonstrated experience in a customer focussed environment.

DESIRABLE

5. Possession of or working towards a Diploma of Library and Information Services
6. Experience using DBTextWorks, Libraries Australia Document Delivery services (LADD), Infotrieve and Universal Decimal Classification Scheme.

SECTION 6 - APPOINTMENT FACTORS

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TITLE Library Technician	CLASSIFICATION Level 2	OFFICE No. 2IMC201T
LOCATION AND ACCOMMODATION State location of the position. If accommodation is available give details such as departmental/G.E.H.A., free/rental, etc.	LOCATION Perth ACCOMMODATION N/A	
ALLOWANCES/SPECIAL CONDITIONS State Allowances and conditions applicable	Some out of hours work may be required. A current National Police Certificate (last 12 months) will be required prior to commencement of employment, as per DSR Police Clearance Policy.	
SPECIALISED EQUIPMENT OPERATED Specify type of equipment, make and model, operated.	C Class drivers licence Competence in commonly used personal computing applications, particularly spreadsheets and word processing applications.	

SECTION 7 - CERTIFICATION

(i) The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the job.

BRANCH/DIVISION HEAD

SIGNATURE _____

DATE _____

DIRECTOR GENERAL

SIGNATURE _____

DATE _____

(ii) As occupant I have noted the statement of duties, responsibilities and other requirements as detailed in this document.

NAME	SIGNATURE	DATE APPOINTED	DATE

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