



JOB TITLE: Library Technician		POSITION NUMBER: 12427		DIRECTORATE: Client Services	
CLASSIFICATION: Level 2		AWARD: Public Service and Government Officers Agreement 2011		TEAM: Information Services	
REPORTS TO Team Leader - Client Services, SCL2, 12208		POSITIONS REPORTING TO THIS POSITION Nil		DEPARTMENT OF CULTURE AND THE ARTS	
PRIMARY PURPOSE OF POSITION To work collaboratively with all staff at the State Library in the provision of innovative client services					
CONTEXT The State Library of Western Australia seeks to enrich the lives of Western Australians by enabling access to resources for information, learning, enterprise and recreation; and collecting and preserving our social and documentary heritage for current and future generations. The Client Services Directorate is responsible for leading the development and delivery of services to State Library clients including library and information, fee paying and outreach services. The State Library of Western Australia is part of the Culture and Arts Portfolio, brought together by the Department of Culture and the Arts (DCA). DCA is the State Government agency responsible for the Government's support of management and development of arts and culture in Western Australia.					
KEY ACCOUNTABILITIES 1. Contributes to a positive and productive team environment and accepts new tasks and responsibilities in a timely and enthusiastic manner 2. Supports and contributes towards team, directorate and organisational goals. 3. Commits to continuous development and learning and actively seeks out these opportunities 4. Assists in the provision of client focussed reference services across a diverse client base 5. Provides recommendations regarding the acquisition and use of equipment, and assists clients in their use of Library services and equipment 6. Assists in the development and implementation of projects across the organisation, 7. Assists in the development and maintenance of training documentation and library procedures 8. Assists in the acquisition and ongoing maintenance of equipment used in the library 9. Assists in the coordination and supervision of library and information services to clients 10. Assists in the development and delivery of training and promotions to clients and staff Compliance and Legislative Knowledge ▪ Comply with State Library policies and procedures and relevant appropriate legislation; and ▪ Meet Occupational Safety and Health, anti-discrimination, equal opportunity and other legislative requirements in accordance with the parameters of the position.					

KEY RELATIONSHIPS / INTERACTIONS 1. Other staff across the State Library 2. Public Library Staff 3. Clients and other visitors to the State Library 4. External partners and clients	POSITION CRITERIA Essential 1. Eligibility for Library Technician membership of the Australian Library and Information Association. 2. Strong commitment to the delivery of quality client services. 3. Strong ability to work independently, and adjust priorities, duties and tasks to meet operational or project requirements in an accurate and timely way. 4. Demonstrated ability to successfully employ a variety of library management systems and other technology. 5. Strong ability to seek out self-development opportunities and acquire new capabilities and knowledge that support continuous improvement in the delivery of customer service. 6. Strong ability to work collaboratively to support others, achieve operational goals and build and maintain positive relationships with team members, other teams, colleagues, clients and stakeholders. Desirable 1. Experience in a large library environment.
KEY CHALLENGES 1. Positively working towards the organisational and cultural changes required to achieve the Library's Strategic Directions 2. Working in an environment of rapid technological change 3. Working with a diverse client base 4. Working in an adaptive and flexible manner to meet operational challenges	
SPECIAL CONDITIONS 1. Required to work rostered hours for a 7-day per week operation including evenings and weekends.	



Signature: Date:/...../.....