

Library Officer

Job ref: 1307

- **Part-time, 20 hrs per week**
- **\$25.43 per hour**

We are currently seeking a part-time Library Officer with high attention to detail, a strong customer service ethic and a 'can do' attitude to work as part of our Library team in providing a high quality service to our community. In this flexible part time role, you will be primarily based at our Boyanup Library, but will also work at our other Libraries at Capel and Dalyellup as required.

You will perform a variety of tasks in providing excellent customer service through issuing library materials, assisting with enquiries, accurately shelving and maintaining library materials, and processing reservations and requests, just to name a few! Working with minimal supervision, you will have the drive and passion ensure that Boyanup Library functions effectively as a community hub, whilst maintaining consistency with our Library network.

To be successful in this position, you will have excellent interpersonal and communication skills, demonstrated computer skills, previous customer service experience and drivers licence. Previous library experience, or study towards qualifications in Library & Information Services, would be highly regarded.

Your commitment to a team which is making things happen will be rewarded with an hourly rate of \$25.43 per hour plus up to 14% superannuation. If you enjoy being part of a team and making things happen, then we want to hear from you!

To obtain an information package and position description go to our website www.capel.wa.gov.au or contact Human Resources on jobs@capel.wa.gov.au or ph (08) 9727-0222.

Your application should quote the reference number and include a covering letter and resume detailing your relevant experience, qualifications, and skills. All applications should be sent to Human Resources, Shire of Capel, PO Box 369, Capel WA 6271 or emailed to jobs@capel.wa.gov.au by **4pm on Monday 10 June 2013**.

As an Equal Employment Opportunity employer, the Shire of Capel encourages applications from individuals of diverse backgrounds to apply, to join us in servicing our community.

The Shire of Capel is located in the South West, halfway between Bunbury and Busselton with 29km of pristine beaches and acres of Tuart Forest National Park, is one of the fastest growing coastal shires in Australia.



TITLE: **Library Officer**

PURPOSE: To effectively provide Library and Information Services to the community under the direction of the Librarian.

Key Responsibilities	Requirements
<p><u>Customer Service</u></p> <ul style="list-style-type: none"> • Act as first point of public contact, respond appropriately and effectively, and support the provision of the Public Library and Information Services which includes: <ul style="list-style-type: none"> - Issue and discharge of library materials - Verify bibliographic detail of readers requests using appropriate bibliographic tools - Assisting readers with their enquiries – in person, by telephone or email - Receipt monies - Maintain membership records – ascertain adequate identification of prospective borrowers, change of name/address, file membership applications • Promote the Shire, the Council image and the various community programmes available to the public • Locate available items as requested by processing reservations, or request items through VDX as necessary • Prepare requested items for loan or return via mail or SLWA internal delivery service <p><u>Library Operations</u></p> <ul style="list-style-type: none"> • Shelve library materials, maintain shelf order and maintain the library and collection's physical appearance • Ensure the return SLWA book exchange is processed monthly • Maintain records such as current and appropriate daily statistics, financial transactions, and membership records • Process purchased and donated items (Capel only) • Assist in maintaining Library budget, and participate in preparing budget requests process 	<p><u>Experience and Qualifications Required:</u> Essential:</p> <ul style="list-style-type: none"> • High attention to detail • Strong computer skills and keyboard ability • Customer Service experience • Satisfactory Police clearance and Working With Children Check certification • Drivers Licence. <p>Desirable:</p> <ul style="list-style-type: none"> • Previous experience in a Public Library • Be studying towards a qualification in Library and Information Services • Knowledge of SLWA operations • Working knowledge of the local district. <p><u>Behaviours:</u></p> <ul style="list-style-type: none"> • Building Customer Loyalty • Managing Work • Work Standards • Contributing to Team Success • Communication • JF: Detailed Work

Community Centre Bookings (Dalyellup and Boyanup only)

- Handle bookings and queries for Community Centres, in consultation with Shire Customer Service, including:
 - Issue and maintain keys, and provide information on the Community Centre
 - Receive and receipt payments for use of Community Centre

General Duties

- Support the Library team by assisting in other locations when required to assist with workload/backup, or to provide advice in area of expertise.
- Any other duties as required
- Ensure own safety and avoid adversely affecting the safety and health of any other person through any act or omission at work, and ensure that OH&S responsibilities are met and promoted by complying with the Shire OH&S policies and procedures and relevant legislative requirements to maintain safe work practices and a safe working environment.
- Ensure all duties are carried out in a professional manner consistent with the Shire's code of conduct, staff policies and procedures.

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Conditions of Employment

<u>CLASSIFICATION:</u>	Level 4/6 Local Government Industry Award 2010
<u>LOCATION:</u>	The position will be based at the Capel / Boyanup / Dalyellup Public Libraries.

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Level of Authority

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Reporting Relationships

<u>Reports to:</u> Librarian/Senior Library Officer
<u>Direct Reports:</u> nil

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<u>Direct Reports:</u> nil

INCUMBENT:

Name:

Signature: _____ Date: _____

Signature: _____ Date: _____

Signature: _____ Date: _____

DIRECT MANAGER:

Name: _____

Signature: _____ Date: _____

Name: _____

Signature: _____ Date: _____

Name: _____

Signature: _____ Date: _____

Name: _____

Signature: _____ Date: _____