



1. TITLE

1.1 Position: **CASUAL LIBRARIAN**

1.2 Salary Level: **4**

2. CONTRACT

City of Nedlands Enterprise Agreement 2013

3. DIVISION

Corporate & Strategy

4. DEPARTMENT

Community Service Centres

5. POSITION OBJECTIVES

- 5.1 To provide professional support for the efficient operation of the Nedlands Library Service by the effective provision and promotion of services to library clients
- 5.2 To provide efficient and effective administrative and technical support including operation of the library's automated system
- 5.3 To actively participate as part of the professional team for the effective planning and provision of library services at the City



6. QUALIFICATIONS, SKILLS, KNOWLEDGE & EXPERIENCE

- 6.1 Recognised tertiary degree and eligibility for Associate Membership of the Australian Library and Information Association (ALIA)
- 6.2 Thorough knowledge of public library practices and procedures
- 6.3 Recent experience working in a public library at a professional level
- 6.4 Experience in staff supervision
- 6.5 Ability to work without supervision
- 6.6 Outstanding communications and interpersonal skills
- 6.7 Demonstrated experience at an intermediate level in the use of the Microsoft Office suite of software
- 6.8 Experience working in an automated library
- 6.9 Experience in the support of automated library systems and the use of information technology
- 6.10 Current 'C' class driver's licence
- 6.11 Current Senior First Aid Certificate
- 6.12 Current National Police Certificate

7. KEY DUTIES/RESPONSIBILITIES

7.1 Information Services

- 7.1.1 Promote the library service's information resources

7.2 Services to Specific Clients Groups

- 7.2.1 Assist and participate in the development of collections, activities and services that meet the needs of specific client groups
- 7.2.2 Undertake promotional activities that increase the usage of the City's library services

7.3 Cataloguing

- 7.3.1 Assist with cataloguing library acquisitions



7.4 General

- 7.4.1 Assist in the selection of library materials as required
- 7.4.2 Other library duties as directed to ensure the efficient management of the library service
- 7.4.3 Undertake rostered duties

7.5 Occupational Safety and Health

- 7.5.1 To be responsible for ensuring own safety and health and that of other people in the workplace
- 7.5.2 To comply with Occupational Safety and Health legislation and the City's OSH Policies and Procedures

7.6 Risk Management

- 7.6.1 To comply with the City's Risk Management Policies and Procedures
- 7.6.2 To be responsible for reporting possible risks in relation to operational procedures

8. ORGANISATIONAL RELATIONSHIPS

- 8.1 **Responsible to:** Library Services Coordinator
- 8.2 **Supervision of:** Other staff as directed by Library Services Coordinator
- 8.3 **Internal Liaison:** Library patrons
Elected representatives
Other library staff
Council staff
- 8.4 **External Liaison:** Other Public Libraries
State Library of Western Australia
Community Organisations
Business Community
Suppliers
Program Presenters



9. EXTENT OF AUTHORITY

- 9.1 Operates under the general direction of Library Services Coordinator and freedom to make decisions in accordance with policies and procedures

Authorised by Director Corporate & Strategy

18/2/14
Date

Authorised by Chief Executive Officer

18.2.14
Date