

The City of Joondalup takes pride in being a Local Government that has been internationally recognised for providing outstanding services to the local community. To continue to set the standard in WA Local Government for innovative services and programs, we are seeking highly motivated, enthusiastic employees who will be committed to making a positive contribution to the City and its community.

Librarian – Part Time

- Salary: \$70,614 - \$74,993 per annum pro rata
- Plus up to 14.5% superannuation (conditions apply)
- 19 hours per week
- Ref No: 16-022

Are you a Library professional or a graduate in library studies and want to take the next step in your career?

The role provides support to the Branch Librarian in the successful management of one of our four libraries and has responsibility for the administration and implementation of services and events in the Library for children, youth, adults and seniors. This is an excellent opportunity to develop your career in libraries.

No need to address selection criteria, however applicants need to provide a covering letter addressing the following key selection criteria:

- Demonstrated commitment to customer service.
- High level time management and organisational skills.
- High level initiative and problem solving skills.
- Effective supervisory and leadership skills.

Further information can be obtained by calling **Grace Beccarelli**, Branch Librarian on **9400 4710**.

To apply, submit your resume and a covering letter addressing the above criteria. 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 **Monday 18 April 2016**.

GARRY HUNT PSM
Chief Executive Officer

Canvassing of Elected Members will disqualify

POSITION DESCRIPTION/SPECIFICATION

1. POSITION IDENTIFICATION

Title	Librarian	Level	5
Business Unit	Community Development & Library Services	Position Number	00558, 00559, 00560, 00539, 00575, 00549, 00653, 00894
Directorate	Planning & Community Development	Date Effective	October 2007
Reporting to	Branch Librarian	Date Updated	March 2016

2. KEY OBJECTIVES

- Work as a team and support the Branch Librarian to ensure the provision of an effective and comprehensive library and information service to the community and a high standard of customer service.
- Responsible for the administration and implementation of services, programs and events in the library for children, youth, adults and seniors.
- Promote a safe working environment.

3. KEY ACCOUNTABILITIES

- Undertake activities in accordance with the business unit plan, project plans, other relevant plans and budgets and within agreed timeframes.
- Ensure all financial activities are undertaken in accordance with the City's cash handling protocols and practices.
- Ensure financial management activities are undertaken in accordance with City procedures and processes.
- Ensure prompt and accurate capture of corporate information and documentation in accordance with the City's record keeping system and associated policies, protocols and practices.
- Customer service is delivered in accordance with the City's Customer Service Charter and relevant protocols and procedures.
- Comply with OSH legislation, City protocols, procedures and other OSH related requirements, and actively support the City safety systems.

4. KEY ACTIVITIES

ACTIVITIES

Outcome: Library Operations

- Complete all library duties as required, including assistance to other employees and relieve at other branch libraries as required.
- Assist the Branch Librarian in the management of the library including monitoring of budget items.
- Contribute input and recommendations into library business plans.
- Contribute to the development of forward planning documents for the branch (five year plans) which outline future service delivery requirements.
- Deliver allocated projects derived from the library business plan and operational requirements in accordance with agreed scope, timeframes and budgets.
- Undertake project management tasks including setting priorities, establishing objectives and milestones, estimate times and scheduling activities.
- Assist in actively promoting the City's library service.
- Maintain effective liaison with other City libraries and business units.
- Represent the Branch at internal meetings or working groups; represent the City on external meetings as required.
- Work with the Adults and Senior's and Children's and Youth Officers in developing and implementing programs and events within the branch.
- Perform other duties as requested within the scope of this level and in accordance with skills, knowledge and experience.

Outcome: Customer Service

- Complete rostered duties on customer service desk in a prompt, courteous and efficient manner with particular responsibility for employee supervision, training and professional assistance to library customers.
- Responsible for accepting and receipting of money from customers.
- Liaise with the Community Education team to ensure up to date and accurate display boards and brochure displays.
- Assist customers with the use of library related technologies, including troubleshooting and downloading of e-books, e-magazines and other online subscription enquiries.

Outcome: Collection Development

- Assist with the development and maintenance of comprehensive branch library stock including contributing to system wide stock development.
- Assist with ensuring the Library collection continues to evolve with the emerging technology trends to meet customer requirements.

Outcome: Supervision

- Supervise and coordinate work experience placement programs, volunteers, work placement, and trainees etc as required.
- Assist with the recruitment and selection process.
- Under the direction of the Branch Librarian oversee employees, including on-the-job supervision, and training and induction programs.
- Assist with setting performance targets and development plans for employees.
- Assist with monitoring and managing the performance of employees by providing appropriate feedback.

Outcome: Occupational Safety and Health

- Exercise duty of care, ensuring that safe working conditions and practices are in place at all times for the safety of employees and to minimise risk to the public.
- Assist when necessary in investigating accidents and/or the rehabilitation of injured workers.
- Assist and liaise with OSH Representatives to review and complete Accident/Incident/Hazard reports and take appropriate action.
- Assist and support the implementation of the Fit for Work Program.

5. WORK RELATED REQUIREMENTS / SELECTION CRITERIA

Essential Skills, Knowledge, Experience and Qualifications:

Skills:

- High level time management and organisational skills.
- High level public relations and promotional skills.
- High level of written and verbal communication skills.
- High level initiative and problem solving skills.
- High level computer literacy skills.
- Demonstrated ability to work as part of a team.
- Demonstrated commitment to customer service.
- Effective supervisory and leadership skills.

Knowledge:

- High level knowledge of Western Australian public library operations.
- High level knowledge of the State Library of WA.
- High level working knowledge of library technology and trends.
- Knowledge of Occupational Safety and Health principles.

Experience:

- Demonstrated experience working in a public library.
- Demonstrated experience managing multiple projects.
- Experience in identifying opportunities to enhance and resource library services.

Qualifications/Clearances:

- Current Western Australian 'C' Class Driver's Licence.
- Bachelor of Applied Science in Information and Library Studies or Bachelor of Arts (in Librarianship and Corporate Information) or Diploma of Science (Information Services) or equivalent.
- Current Working with Children Check.

6. EXTENT OF AUTHORITY

- Solutions to problems generally found in precedents, guidelines or instructions. Assistance usually available.
- Undertake a wide range of activities associated with programs, events, promotions and/or service delivery.
- Freedom to act governed by clear objectives and/or budget constraints.
- Contributes to the development of work practices and procedures.
- May be required to exercise judgment and/or contribute critical knowledge and skills where procedures are not clearly defined.

7. WORKING RELATIONSHIPS

Level of Supervision:

- Works under general direction

Internal:

- Branch employees.
- Volunteers.
- Work Experience persons.
- Other branch employees.
- Library Services Team.
- Employees in other business units.

External:

- Customers.
- Other WA public libraries.
- State Library of WA (SLWA).
- Schools.
- Tertiary Institutions.
- Business and Community Groups.

8. POSITION DIMENSIONS

NUMBER OF EMPLOYEES DIRECTLY REPORTING TO THE POSITION	0
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