

## POSITION DESCRIPTION

<b>JOB TITLE</b>	Library Technician	<b>BUSINESS UNIT</b>	Learning Communities
<b>POSITION NUMBER</b>	HRC812	<b>DIVISION</b>	Community Development
<b>UPDATED</b>	January 2016	<b>APPROVED FTE</b>	0.5
<b>INDUSTRIAL INSTRUMENT</b>	<i>The City of Canning All of Staff Enterprise Agreement (2013)</i>	<b>CONTRACT</b>	Permanent - Part Time
<b>BANDING</b>	As per Enterprise Agreement	<b>CLASSIFICATION</b>	2A – 2D
<b>LOCATION</b>	This position may be required to work at any location within the City	<b>PRIMARY LOCATION</b>	Cannington, Riverton, Willetton or Bentley Library

## ORGANISATIONAL RELATIONSHIPS

Responsible To	Responsible For
Branch Librarian	Nil

## KEY RELATIONSHIPS

Internal	External
Manager, Learning Communities Young Peoples Special Librarian Branch Librarians All Library Staff	Library patrons State library of WA

## CUSTOMER VALUE STATEMENT

To provide excellent customer service and actively work to solve customer problems.

## CITY OF CANNING - VALUES

<b><i>Safe &amp; Supportive</i></b>	Respectful, helpful and communicative with each other to create safe and supportive workplaces that nurture the wellbeing of our colleagues and their families.
<b><i>Professional</i></b>	One team of professionals working and learning together with innovation and creativity to deliver the City's strategic goals.
<b><i>Accountable &amp; Honest</i></b>	Honest, ethical and accountable and in serving the community of Canning we make fair, impartial and timely decisions.
<b><i>Responsible</i></b>	Guardians of our community's quality of life by sustainably managing its social, natural and built environment without compromising opportunities for future generations.
<b><i>Caring</i></b>	Treating residents and ratepayers with respect, courtesy and sensitivity and recognising their interests, rights, safety and welfare.

## POSITION ALLOCATED BENEFITS

<b>Benefit</b>	<b>Eligibility</b>
Employment Enhancement Policies	Yes
Rostered Day Off	No
Vehicle	No
Mobile Telephone	No
Laptop Computer	No
Corporate Wardrobe	Optional with Subsidy

## DELEGATED AUTHORITY

<b>Authority Type</b>	<b>Description</b>
Legal Advice	No

## PURPOSE AND SCOPE OF POSITION

To participate as part of a staff team in maintaining efficient, pleasant and courteous public services at the Branch Library. To assist the City's Library service in the delivery of young people services across each of the four library branches.

## KEY RESPONSIBILITIES AND DUTIES

Key Areas of Accountability	
Direct delivery	<p>To assist the Young People Specialist Librarian with the planning, co-ordination and presentation of children's extension programs including pre-school story sharing, school holiday reading and activity programs in order to introduce and foster enthusiasm for reading and library usage. [Specific to several positions but not to all]</p> <p>To participate in the provision of general reference and information services in a timely and efficient manner in order to maximise access to Library collections [All].</p> <p>To assist the Young Peoples Specialist Librarian with the management of junior stock; to deputise in collection management in the absence of the Young Peoples Specialist Librarian. [Specific to one position]</p> <p>To catalogue junior, adult fiction and/or audio-visual local stock accurately, and in a timely manner in order to ensure prompt and effective access to new titles for library users. [Specific to two positions]</p> <p>To contribute to the promotion of library services and collections through the preparation of displays for both internal and external use; and development of material for online promotion and social media. [All]</p> <p>To contribute to the provision of efficient, accurate circulation service through participation in circulation desk duties as required, and the shelving and tidying of stock. [All]</p> <p>To contribute to ensuring timely user access to resources through participation in any of -</p> <ul style="list-style-type: none"> <li>• stock processing (all formats)</li> <li>• stock repairs (all formats)</li> <li>• exchange processing (incoming and outgoing)</li> <li>• preparation of new stock listings</li> </ul> <p>To facilitate user access to the wider library network through the maintenance of interlibrary loan processes. [Specific to several positions but not to all]</p> <p>To undertake other duties and responsibilities as required by the Branch Librarian. [All]</p>
Operation	<p>To facilitate access to publicly available equipment, through maintaining bookings where applicable, and providing assistance with equipment use. [All]</p>
Communication	<p>To participate in staff discussions regarding library specific policy and operational issues. To assist in the development and dissemination of library promotions to the public, including verbal and written communication.</p>

Health & Safety	<p>All City of Canning employees shall demonstrate commitment to the Work Health &amp; Safety Policy, procedures and practices in accordance with the requirements of the City of Canning and their respective Business Unit health and safety practices, the Health &amp; Safety Management System (CanningSAFE) and relevant legislation.</p> <p>In addition to accepting individual Duty of Care responsibilities, the specific responsibilities of an employee in relation to Occupational Safety &amp; Health (OSH) are to:</p> <ul style="list-style-type: none"> <li>• work in a safe manner, adhering to OSH policies, practices and work instructions and legislation, to prevent injury and/or illness to co-workers, visitors and contractors;</li> <li>• only undertake tasks/procedures for which they have received appropriate training and/or instruction;</li> <li>• actively participate in risk management including assisting with the completion of risk assessments, workplace inspections and job safety analysis when required;</li> <li>• report workplace incidents, including injuries and near misses, as soon as they occur, and to participate in investigation and ongoing hazard management to eliminate recurring events;</li> <li>• use all personal protective equipment, as per instructions, for the purpose and in the manner identified.</li> </ul>
Budget	<ul style="list-style-type: none"> <li>• Work within the Councils approved budget and policy</li> </ul>
Financial Delegation	<ul style="list-style-type: none"> <li>• In accordance with Council Policy</li> </ul>
EEO	<ul style="list-style-type: none"> <li>• Works in an ethical manner and comply with Council's Code of Conduct and other standards adopted by Council.</li> <li>• Comply with the EEO requirements within the service area's programs and operations.</li> </ul>

## DISCLAIMER

The information contained in this position description is intended to describe in general the nature and level of work being performed by the incumbent in the assigned position. This is not an exhaustive list of all responsibilities, duties, or skills required of the incumbent. From time to time, the incumbent may be required to perform duties outside of their normal responsibilities as required and as directed.

## SELECTION CRITERIA

Formal Qualifications and / or Experience Required	Essential	Desirable
A tertiary qualification in library technology which is recognized by the Australian Library and Information Association	X	
Sound verbal and written communication skills	X	
Knowledge of Library Services computer application system		X
Experience in working with Children	X	
Experience in cataloguing and preparation of displays (according to the requirements of the specific position).	X	

## COMPETENCIES

KEY COMPETENCIES / KNOWLEDGE / SKILLS	Required	Desirable
Customer Focus	X	
Focus on Results	X	
Working Collaboratively	X	
Computer Skills	X	
Office Administration Skills	X	
Time Management Skills	X	

## TRAINING MATRIX

Training can be achieved through many different mediums including previous experience, formal qualifications and education.

Program Title	Compulsory / Recommended	Timeframe / Frequency	Additional Comments
City Of Canning Induction	Compulsory	To be completed within 1 week of commencement	N/A
Health and Safety Induction	Compulsory	To be completed within 2 weeks of commencement	N/A
Records Awareness Training	Compulsory	During 1 <sup>st</sup> month of employment	N/A
Corporate Orientation Day	Compulsory	To be completed within 3 months of commencement	N/A
HR SAFE files (4 modules)	Compulsory	To be completed within 3 months of commencement	N/A