

Position Description

| Position Information | | | |
|--|--------------------------------|---|--|
| Job Title | Library Assistant | Classification | LGO (EB) Level 2 |
| Directorate | Strategic & Community Services | Service | Libraries, Communications and Engagement |
| Status | Casual | Contracted Hours | Various |
| Reports to | Senior Library Officer | Location | Shire of Mundaring Libraries |
| Incumbent | | Date Appointed To Position | |
| Key Focus of the Team | | Key Focus of this Position | |
| To deliver high quality accessible library services and programs in accordance with the Strategic Community Plan. | | Assist with the provision of Mundaring Public Libraries services in order to develop strong partnerships with the community and provide quality services that are accessible to all. | |
| Our Vision | | | |
| The place for sustainable living. | | | |
| Our Values | | | |
| Shire of Mundaring takes pride in providing a workplace of choice where all employees demonstrate behaviour consistent with our values. | | | |
| Respect – Taking care of yourself and others whilst honouring and supporting diversity of skills, backgrounds and perspectives. | | Excellence in Customer Service – Total commitment to informing, educating, consulting and responding to customer needs in a respectful and professional way. | |
| Integrity – Being who you say you are, telling the truth and being consistent and reliable. | | Innovation – A willingness to seek ideas, share knowledge and remain flexible to new ways of doing things. It also means taking risks, making mistakes and creating time to reflect on issues to allow new solutions to surface. | |
| Team Spirit – Helping others, regularly sharing thoughts and knowledge, celebrating milestones, having fun and working towards a common goal. | | Continuous Improvement – A continual openness to learning, sharing, reflecting, challenging and improving the ways things are done. | |

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Position Outcomes – Key Duties and Responsibilities

1. Service Delivery

Outcome: Friendly, approachable and efficient customer focused service and assistance are provided.

Outcome: A range of internal library services are delivered according to existing procedures and work flows.

2. Governance

Outcome: Decision-making, action and behaviour is ethical, responsible, transparent and in accordance with legislation, policy, procedures, and service standards, and within limits of authority (delegation/authorisation).

3. People and Management

Outcome: A positive team spirit is fostered between Shire services in accordance with the Shire's Organisational Values.

Outcome: Personal behaviours reflect and promote the Shire's Organisational Values at all times.

4. Statutory Responsibilities

Outcome: The Statutory responsibilities of the position are understood and met including, but not limited to, records management; disability access and inclusion; and emergency management and recovery activities following an emergency affecting the community.

5. Strategic

Outcome: Individual work plan contributes to service and corporate priorities.

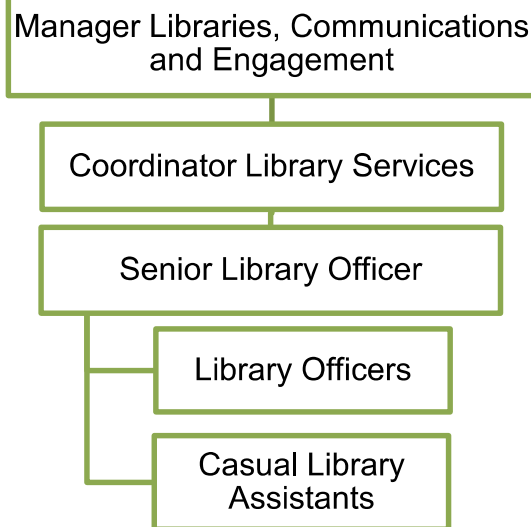
Position Description

| Position Requirements | | |
|--|-----------|-----------|
| Skills and Abilities | Essential | Desirable |
| Developed numeracy and literacy skills | ✓ | |
| Highly developed customer service skills and the ability to liaise with all people in an informative and positive manner | ✓ | |
| Developed computer and data entry skills | ✓ | |
| Competency in the use of a range of information technology and software | ✓ | |
| Skills in information technology troubleshooting | ✓ | |
| | | |
| Knowledge | | |
| Sound knowledge in information technology; Microsoft Office products and web applications | ✓ | |
| Knowledge of Spydus or a similar library management system | | ✓ |
| Understanding of copyright legislation and how it applies in a library setting | | ✓ |
| | | |
| Experience | | |
| Experience working in a library, preferably a public library | | ✓ |
| | | |
| Training/ Qualifications | | |
| Nil | | |
| | | |
| Other | | |
| Current National Police Clearance | ✓ | |

| General Physical Requirements | | | | | | | | | |
|---|---------------------------|-------------------------------------|--------------------------|--------------------------|---------------|---------------------------|-------------------------------------|-------------------------------------|--------------------------|
| An occupational health provider assesses the applicant/employee fitness to successfully perform the essential functions of the position and considers the following: | | | | | | | | | |
| | Frequency (☒ as required) | | | | | Frequency (☒ as required) | | | |
| | Mainly | Frequently | Occasionally | N/A | | Mainly | Frequently | Occasionally | N/A |
| Stand | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Climb/Balance | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Walk | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Crouch/Kneel | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Sit | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Talk/Hear | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Handle | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Taste/Smell | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Reach | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | | | | |
| <p>While performing the duties of this job, the incumbent may reasonably be expected to occasionally manually handle loads of a varying nature. Notwithstanding, the incumbent is still required under their general Duty of Care to adopt safe work practices by taking appropriate pre-cautionary measures to identify, assess and control risks in accordance with statutory requirements and the Shire's Risk Management Framework.</p> | | | | | | | | | |

Position Description

Organisational Relationship



Extent of Authority and Accountability

Working under the direct supervision of the Branch Librarian, the incumbent is accountable for the efficient and effective delivery of key responsibilities outlined in this position description and agreed performance indicators with authority to act on these responsibilities.

Extent of authority is governed by:

- The statutory provisions of the *Local Government Act 1995* and other relevant legislation; including authorisations
- Council register of delegated authority and Primary and Annual Returns
- Council Policies, Procedures, Organisational Practices and Guidelines

This position does not have delegated authority. Primary and Annual Returns are not required.

Financial Authority: N/A

Position Description Certification

Prepared by: Jenny Lucas / Yasmin Chiari

Effective Date: January 2023

I acknowledge that I have read and understood the key objectives, duties, responsibilities and other requirements as outlined in this position description.

I understand that this position description provides general guidance regarding the purpose of the position and my responsibilities.

Furthermore, I acknowledge that this position description may be amended from time to time to reflect changes to the position or Shire requirements.

Staff Signature

Date