

Name:	Vacant
Position Title:	Library Assistant
Department:	Lifestyle Sport and Community
Reports to:	Library Team Leader
Supervises:	N/A
Status:	Part time
Classification:	Level 1

Our Aspiration, Values & Guiding Principles

Our Aspiration

Australia's most highly regarded mining town.

Our Purpose

To work with the community to plan, develop and create a township environment that is engaging, and enriches the lives of the community.

Our Values and Principles

As an organisation we will:

- Act with integrity and take ownership of, and responsibility for, our decisions
- Treat everyone with fairness and respect. We value diversity and appreciate everyone's strengths.
- Take pride in delivering value to our community.
- Engage with our community through collaboration, understanding and inclusivity.
- Strive for continuous improvement in all our operations and seek creative solutions.
- Meet the changing needs and priorities of our community and continue to build organisational and community resilience.

Position Objectives

- To work as part of the library team to provide an efficient and effective library service to the community
- Promote Council's aspiration, values and guiding principles at all times.

Position Details

To work as part of the library team to provide an efficient and effective library service to the community

- Undertake general circulation duties, issuing, returning, shelving, tidying, and maintaining library resources.

- Maintain the library catalogue and member records in the Library Management System (LMS).
- Use the Point Of Sale (POS), LMS and other electronic systems to provide library services and collect payments.
- Provide routine assistance to library customers in locating and obtaining information and library resources.
- Assist library customers to use computers and access the internet, library catalogue and other information technology.
- Undertake general administrative tasks, desktop publishing, photocopying, and printing as required.
- Prepare and deliver social media and marketing content.
- Record and report statistics as required.
- Prepare and deliver library programs as required.
- Maintain a friendly, welcoming, and harmonious environment for public users at all times.

Promote Council's aspiration, values & guiding principles

In addition to our Aspiration, values & guiding principles above, it is expected that the incumbent will:

- Be an advocate for Council and its activities
- Promote and develop the Council's image, standing and role in the community
- Participate in staff meetings as required
- Support and adhere to Council's policies and procedures, code of conduct and relevant Acts and Legislation
- Prepare verbal and written feedback as requested
- Undertake any other duties associated with the position within employee's skillset as required

Personal Criteria

Skills

- Well developed time management and organisational skills
- Strong customer relation skills
- Strong interpersonal skills and the ability to communicate effectively with people of all ages and cultural backgrounds
- Well-developed computer skills including the ability to use Microsoft Office Word, and Excel
- Experience in maintaining databases
- Ability to work independently and as a member of a team
- Ability to exercise initiative and independent judgment within scope of job description and skillset

Knowledge

- Knowledge of library systems and procedures

Experience and/or Qualification

- Experience working in a customer service environment
- Provide First Aid and CPR (or willingness to obtain)
- Responsible Person (RP) and/or Responsible Service of Alcohol (RSA) (or willingness to obtain)

WHS and Risk

All employees are required to:

- Comply with the work, health, and safety (WHS) legislation, Council policies and procedures and applicable standards
- Take responsible care of their own health and safety and that of others.
- Be able to attend training courses that are job specific
- Attend and complete WHS induction
- Support Council in the development and maintenance of a culture that encourages and promotes a safe and healthy working environment
- Comply with instructions given for their own safety and health and that of others, in adhering to safe work procedures
- Report any injury, hazard, or illness immediately to their supervisor
- Wear and use PPE provided as per instructions when required
- Not wilfully or recklessly interfere with safety equipment
- Conduct and/or participate in workplace inspections as applicable
- Manage and maintain accuracy of contractor documents for their respective departments
- Attend risk and hazard management training as required
- Demonstrate a good understanding of hazards and risks that are applicable to their departments or contractors.
- Have a general awareness regarding recognition of hazards

Special Conditions

- Working With Children check is required for all new starters working within the Roxby Link facility or any other position where time is spent with/near children
- Child Safe Environments Training (Mandatory Reporting)

Confidentiality

Security and confidentiality are a matter of concern for all persons who have access to information systems. Each person accessing the Municipal Council of Roxby Downs documents and

resources holds a position of trust relative to this information and must recognise the responsibilities entrusted in preserving the security and confidentiality of this information. Therefore, all persons who are authorised to create or access documents and resources must read and comply with the following standard:

- Respect the privacy and rules governing the use of any information accessible through the information management system or network, and only utilise information necessary for the performance of work duties
- Respect the procedures established to manage the use of the information management and systems
- Do not seek personal benefit or permit others to benefit personally by any confidential information or use of equipment available in accordance with the Code of Conduct for Council Employees
- Do not access, exhibit, or divulge the contents of any records or reports except to fulfil work duties
- Do not knowingly include or cause to be included, or exclude or cause to be excluded, inaccurate or misleading entry in any records or report
- Ensure that documents and resources accessed through the information management system containing sensitive and/or confidential employee information will only be disclosed to those authorised to receive it
- Understand that all access to systems will be audited regularly

Persons breaching this standard either during or after serving as an employee of the Municipal Council of Roxby Downs may be subject to penalties, including disciplinary action, dismissal or legal repercussions.

Accountability

The incumbent at all times shall reasonably communicate courteously and sensitively with fellow workers, contractors, visitors and the general public.

The incumbent is responsible and accountable for keeping accurate and complete records of their business activities in accordance with Roxby Downs Council's Records Management Policy, other related policies, and the State Records Act 1997.

Personnel who undertake duties for higher level positions are accountable for ensuring that in accepting the back-up position, the WHS & legislative requirements relevant to that role are referred to identify all responsibilities that will be required to be undertaken while in the back-up position, to provide ongoing compliance with the WHS Management System.

Personnel with responsibilities influenced by legislation are accountable for identifying and responding to legislative change that includes Act, Regulations, Australian Standards, Code of Practice, Guidelines and Agreements relevant to their position or profession and taking appropriate action to ensure compliance.

Acknowledgement

Job Description authorised by:

Position:			
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Signature:		Date:	
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Job Description agreed by:

Name:			
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Signature:		Date:	
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