



#### Job Description

Name:  
Position Title: Library Assistant  
Department: Governance and Community  
Reports to: Team Leader Library Services  
Supervises: Not applicable  
Status: Part Time  
Classification: Level 1

#### POSITION PURPOSE

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

#### OUR VALUES

Council proudly upholds the following values in its daily operations:

**Respect, Integrity, Working Together, Excellence, Responsibility, Professionalism, Courage**

#### ORGANISATIONAL RELATIONSHIPS OF THE POSITION

Reports to: Team Leader Library Services

Internal Liaisons: Community Team Coordinator  
Library Team  
Roxby Link Staff

External Liaisons: General Public  
Local Schools, Childcare and Kindergarten

## KEY OPERATIONAL RESPONSIBILITIES

### Library Services

- Undertake general circulation duties, issuing, returning, shelving, tidying and maintaining library resources
- Provide routine assistance to library customers in locating and obtaining information and materials
- Assist library customers to use computers and access the internet, library catalogue and other information technology
- Maintain a friendly, welcoming and harmonious environment for public users at all times
- Maintain borrower records
- Assist in the preparation and delivery of library programs including but not limited to Toddler Storytime and School Holiday activities
- Assist in the preparation and delivery of virtual content including but not limited to filming, editing and maintaining the social media presence.
- Collect income in relation to the use of library services including photocopying and printing.
- Undertake general administrative, desktop publishing, photocopying and public printing as required.

## KEY OPERATIONAL RESPONSIBILITIES

### Work, Health and Safety

Employees are required to:

- Comply with and be familiar with the Work, health and safety (WH&S) legislation, Council policies and procedures and applicable standards.
- Take responsible care of their own health and safety and that of others abiding by their duty of care responsibility within in the legislation.
- Be aware of relevant training courses available and attend those that are job specific.
- Attend and complete WH&S induction.
- Support Council in the development and maintenance of a culture that encourages and promotes a safe and a 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
- 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

### **Risk Management**

- 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 of regarding recognition of hazards.

### **Special Conditions**

- Department of Communities and Social Inclusions (DCSI) child related employment screening.
- Child Safe Environments (Mandatory Reporting) Training.
- Current Driver's Licence.

### **Confidentiality**

Security and confidentiality is 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, in any records or report, inaccurate or misleading entry.
- 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 and dismissal.

### **Accountability**

The incumbent at all times shall display conduct consistent with the Council's Employee Code of Conduct and corporate values and communicate courteously and sensitively with fellow workers, Senior Management Team, Administrator, 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 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.

### **Performance Measures**

Performance measures will be determined by Team Leader Library Services in consultation with the Community Team Coordinator and will form part to the Officer's Annual Performance Plan.

## PERSONAL CRITERIA

### Skills

- Strong customer relation skills
- Strong interpersonal skills and the ability to communicate effectively with people of all ages and cultural backgrounds
- Time management
- Organisational skills
- Well-developed computer skills including the ability to use Microsoft Office Word, Excel and Library related programs
- Ability to work independently and as a member of a team

### Knowledge

- Knowledge of library systems and procedures

### Experience and/or Qualifications

- Experience working in a customer service environment
- Senior First Aid and CPR (or willingness to obtain)

### Acknowledgement

Job Description authorised by: ..... Signature: ..... \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
(Position)

Job Description agreed by: ..... Signature: ..... \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
(Name)

Date Position Description last reviewed \_\_\_\_ / \_\_\_\_ / \_\_\_\_