

**POSITION SUMMARY**

**Library Assistant part time (CC375)**

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| **Directorate** | Cultural and Community Services |
| **Section** | Library |
| **Classification** | Band 1, Level 4, Grade 4 |
| **Position Status** | Permanent part time | 22.5 hours |
| **Commencing Salary Range** | $660.09- $693.51 per weekplus weekend penalty loading  |
| **Reports to** | Information Services Team Leader |
| **Direct Reports** | Nil |
| **Work Location** | Library - 70-78 Keppel Street, Bathurst, NSW, 2795 |

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| **Position Purpose** |
| The main purpose of this position is to provide high quality customer focused library services to the Bathurst community and to actively participate as a member of the Bathurst library team in the delivery of the library services, activities and programs. |

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| **Key Responsibilities** |
| * Assist with the day to day delivery of library services.
* Assist library users to locate information and library materials.
* Assist with the planning and delivery of library services, programs, activities and events, including those relating to Information Services.
* Provide technology assistance: library catalogue, mobile devices, apps and other online resources and devices.
* Provide back-up and assistance to other library team members and for special projects.
* Assist with research enquiries and reference services.
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| **Selection Criteria** |
| **Essential*** Minimum Year 12 Higher School Certificate or equivalent
* At least 2 years’ experience working in a customer service setting
* High level communication skills
* Demonstrated customer service skills
* Excellent computer skills including MS Office suite, digital apps and platforms, mobile devices
* Proven ability to work cooperatively in a team environment
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| **Desirable*** Library qualification or progress towards a Library qualification would be an advantage
* Previous library experience
* Class C Driver's Licence
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| **Expected Organisational Standards** |
| * Follow defined WHS procedures
* Provide service to customers
* Work effectively in the local government context
* Work with others in local government
* Communicate in the Workplace
* Follow defined risk management policies and procedures
* Follow defined ethical guidelines from Council, including Code of Conduct
* Follow defined environmental sustainability guidelines.
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| **Employment Conditions** |
| * 22.5 hours per week
* Monday, Tuesday: 7 hours each day to be taken between 8.30am and 6.15pm as per roster; Thursday: 1.15 to 6.15pm; Sunday: 10am to 1.30pm
* Probationary period of three months
* Four weeks annual leave pro rata
* Long Service Leave after 5 years pro rata
* Superannuation of 9.5% paid by Council
* Medical and audio required as part of selection process, inclusive of drug & alcohol testing
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