

POSITION SUMMARY

LIBRARY ASSISTANT (CC372 AND CC549)



Directorate	Cultural and Community Services
Section	Library
Classification	Band 1, Level 3, Grade 3
Position Status	Permanent Part Time (21 hours), including every second Saturday
Commencing Salary Range	\$509.76 to \$534.88 + Saturday loading
Reports to	Library Team Leader
Direct Reports	Nil
Work Location	Library

Position Purpose

- To provide high quality customer focused library services to the Bathurst community
- To actively participate as a member of the Bathurst library team in the delivery of the library services, activities and programs.

Key Responsibilities

- Provide day to day delivery of library services (including weekend shift supervision)
- Assist library users to locate information and library materials
- Assist with the planning and delivery of library services, programs, activities and events
- Provide technology assistance: library catalogue, mobile devices, apps and other online resources and devices
- Contribute to the library's special projects
- Provide back-up and assistance to other library team members.

Selection Criteria

Essential

- Minimum Year 12 Higher School Certificate or equivalent
- At least 2 years experience working in a customer service and/or office 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.

Desirable

- Previous library experience
- Library qualification or progress towards a Library qualification would be an advantage
- Class C Driver's licence.

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.

Employment Conditions

- Permanent part-time position 21 hours per week (3 days)
- Weekend shift on a rostered basis
- Probationary period of three months
- Four weeks annual leave pro rata
- Long Service Leave after 5 years
- Superannuation of 9.5% paid by Council
- Medical and audio assessment required as part of selection process, including drug and alcohol testing.