

# POSITION SUMMARY

## LIBRARY ASSISTANT (CC377)



<b>Directorate</b>	Cultural and Community Services
<b>Section</b>	Library
<b>Classification</b>	Band 1, Level 3, Grade 3
<b>Position Status</b>	Permanent Part Time (19 hours), including a 5 hour weekend shift
<b>Commencing Salary Range</b>	\$484.12 to \$508.63 + Saturday/Sunday loading
<b>Reports to</b>	Library Team Leader
<b>Direct Reports</b>	Nil
<b>Work Location</b>	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

- 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
- 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 and for special projects

## 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

- Library qualification or progress towards a Library qualification would be an advantage
- Previous library experience
- 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 19 hours per week (3 days) including 2 x 7 hour week days and a 5 hour weekend shift
- Probationary period of four 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