

Position Description

Library Technician Cataloguing

Part Time

POSITION DETAILS

Position Title:	Library Technician Cataloguing P/T	Grade Band:	6
Service Unit/Group:	Library Services / City Life	Position Status / Hours per Week:	Permanent P/T 21 Hours Per week
Work Location:	Mainly based at Ryde Library but required to work Saturdays at West Ryde Library and all locations as required including evenings.		

PRIMARY PURPOSE OF THE POSITION

- Use (search and select records) Libraries Australia to build the Library's database
- Download records into the Library's database as required
- Catalogue-related activities under the direction of the Collections Librarian
- Occasionally provide original cataloguing under the direction of the Collections Librarian
- Assist in weeding programs and stocktaking as required
- Maintain the integrity of the database through accuracy and quality checking of records and related authorities
- Provide technical services in acquisitions including creation of order records as required
- Assist in accessioning of items as required (including some end-processing)
- Process donations and serials as required
- Reviewing and responding client purchase suggestions
- In consultation with the Collections Librarian, direct Library Assistants, employees on light duties, volunteers and work experience students to meet the goals of the Collection Services section
- Order/enter serials on the Library's database and renew serials as required
- Monitor orders and take action to claim serials which have not been supplied
- Confirm information on invoices is correct or take action to correct them
- Provide support to the libraries, acting as shift supervisor when required
- Provide customer services through rostered shifts
- Contribute to and support the achievement of Library Service goals as identified in City of Ryde's strategic and planning documents

SELECTION CRITERIA

Education / Qualifications

- Diploma of Library and Information Services or equivalent qualification recognised by the Australian Library and Information Association
- Current Working With Children Check
- Current NSW driver's licence

Experience/Specific skills

- Extensive experience of library technical services including acquisitions, cataloguing (copy or original) and the end-processing of library items
- Knowledge of serials within a Library technical services context
- Experience using Libraries Australia
- Experience in using RDA, MARC, DDC, AACR2 and LCSH

- Knowledge of Library's operations, policies and procedures
- Highly developed written and oral English-language communication skills
- Experience in providing responsive client and information services in a public library
- Knowledge of and enthusiasm for information technology, and troubleshooting ability

Personal Attributes

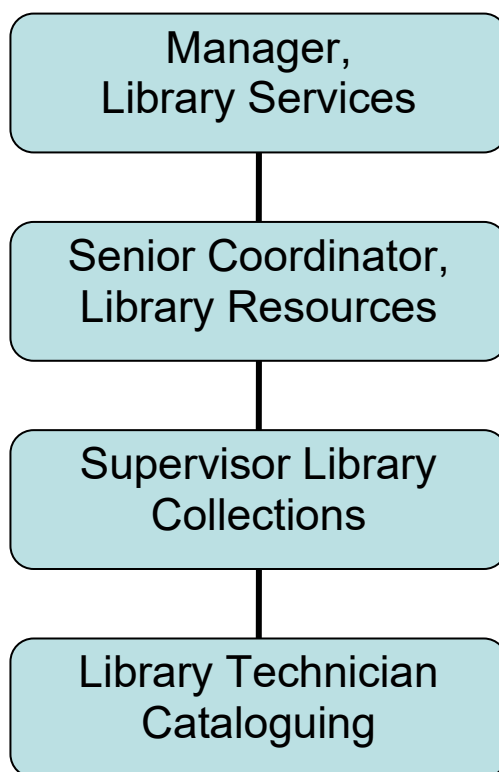
- Ability to work in a team environment with a community focus
- Enthusiasm for library innovation and the ability to play a role in the implementation of change
- Commitment to providing a high level of customer service
- Ability to effectively prioritise tasks and multi-task
- Demonstrated commitment to EEO and WHS practices and principles
- Ability to work on weekends and evening shifts as required

Desirable Qualifications, Experience and/or Skills

- Experience in a similar position (customer service, cataloguing activities)
- Knowledge of, and experience working with, Local Studies resources
- Bilingual language skills

Please note: In line with Council's COVID Safe Workplace Policy & Procedure all staff are required to be vaccinated against COVID-19

ORGANISATIONAL CHART



SERVICE ACCOUNTABILITIES – Contributes to

- Public library service development and management
- Public library operations service
- Public library resources service
- Public library programs service
- Community information service

CORPORATE ACCOUNTABILITIES

The statements below indicate the relevant organisational “Accountabilities” that the position holder is required to observe.

1	To comply with legislative requirements
3	To adhere to Council plans, policies, procedures and Code of Conduct
4	To understand, adhere and promote all OH&S policies and procedures
5	To understand, adhere and promote Council's EEO policies and procedures.
7	To understand and respond to the needs of our customers in accordance with the Customer Service Charter
8	To deliver your accountabilities and meet your project milestones, performance targets and service levels as required within your job plan
12	To actively document all policies, procedures, projects and activities (as required)
13	To actively share information and knowledge on issues, training and better practice to relevant staff
14	To identify and initiate improvements of business systems to maximise service delivery
15	To identify and initiate improvements of processes to maximise service delivery
16	To deliver all project deliverables through PM_CoR methodology
17	To identify and minimise exposure to risk
20	To be involved in or provide feedback on corporate initiatives
21	To positively and proactively work with others across the organisation to deliver the outcomes
25	To model Council's values
26	To create and contribute to a positive work environment within my team, my Unit and the workplace.
28	To undertake relevant training to improve performance of the individual, organisation and meet mandatory requirements
30	To use, store and manage digital and hard copy information in accordance with Council's policy and procedures

WORK HEALTH AND SAFETY RESPONSIBILITIES

You are required to perform your duties in accordance with this Position Description, City of Ryde Code of Conduct, policies procedures and instructions, where appropriate. You are also responsible for the following:

Work Health and Safety

- Follow safe practices/procedures to perform your duties in a manner, so as not to put yourself or others at risk of harm;
- Participate in development of safe work methods and risk assessments with your Supervisor when required;
- Actively participate in WHS inductions and training when required;
- Wear Personal Protective Equipment (PPE) in the prescribed manner and when specified;
- Participate in workplace inspections if required;
- Take care of any plant or equipment of any kind, including computer and other telecommunication devices;
- Participate in emergency preparedness training, including any required knowledge for business continuity plans;
- Report all hazards, near misses and damage to City of Ryde property to your Supervisor.

Certificates of Competency / Licences

- Where required for the position, either by legislation or through City of Ryde policies and procedures, maintain all certificates, licences, operative training etc, and advise Supervisors of any change to these, including vehicle licences.

Injury Management

- Report all injuries/illnesses to your Supervisor immediately;
- If injured at work, actively cooperate and participate to comply with obligations imposed under injury management and return-to-work plans where applicable.

Risk Management

- Report any potential public liability and professional indemnity exposures in your workplace to your Supervisor.

MANUAL HANDLING REQUIRED IN THE POSITION

You are required to undertake the following physical work tasks while following appropriate procedures in relation to safe manual handling techniques:

- Shelving and tidying of library items
- Lifting / carrying items when performing library duties
- Lifting / moving files, storage boxes, etc
- Pushing trolleys to move library items, boxes, etc.
- Straightening up chairs, tables and other furniture in preparation for library opening / closing,
- Moving equipment and furniture (sometimes including shelving) for program / activity set-up, pack-up and storage
- Sitting and working at a staff workstation / table or public service desk

OUR VALUES

All employees at City of Ryde are to observe our values which are:

Health and Safety

We are all responsible for health, wellbeing and safety

Excellence

We deliver excellent service and embrace innovation.

Accountability

We are honest and transparent.

Respect

We seek to understand and celebrate diversity.

Teamwork

We work together to achieve council's goals.

Employee's Name	
Employee's Signature:	
Date:	