



	<b>Position Description</b>
<b>Position Title</b> <b>Position No.</b> <b>Division</b> <b>Department</b> <b>Section</b> <b>Reports to</b>	<b>Casual Library Assistant</b>  9024  People & Services Community & Culture Library Library Team Leader
<b>Current Status</b> <b>Band/Level</b> <b>Grade</b> <b>Step</b>	Casual Band 1 Level 3 5 Entry to Full Step 4
<b>Last Reviewed</b>	November 2019
<b>Conditions of Employment</b>	<p>The employee will work according to conditions provided under the <i>Local Government (State) Award</i> as varied from time to time, and the Council Policies/Systems including, but not restricted to:</p> <ul style="list-style-type: none"> <li>* Council's Salary Administration System</li> <li>* Council's Code of Conduct</li> <li>* Equal Employment Opportunity</li> <li>* Equity &amp; Access to Training</li> <li>* Performance Appraisal</li> </ul>
<b>Work Health and Safety (WHS)</b>	<p>The employee who occupies this position must abide by Council's WHS policies and procedures as described in Council's WHS Manual. The employee must participate in the completion of relevant WHS/Risk documentation and take all reasonable and practicable steps for their own health and safety and of others affected by their actions at work.</p>

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## Position Summary

Reporting to the Library Team Leader, this position is responsible for duties related to the daily operations of the Lithgow Library.

## Specific Duties and Responsibilities

- Provide excellent customer service, including circulation, reference and local studies services, as rostered
- Shelf returned items with attention to accuracy
- Participate in the team effort to strictly shelf tidy library resources
- Participate in the team effort to process and maintain library resource materials, including covering and repairs
- Assist with accessioning new materials
- Other Suitable Duties as Directed

## Core Duties and Responsibilities

Following is a list of duties and responsibilities that are required in this position, as well as other positions within the organisation;

- Processing Customer Enquiries
  - Receive customer enquiries in a courteous and efficient manner
  - Research, assess and respond to customer enquiry within an appropriate timeframe
- Complete Time Sheets / Leave Applications
  - Complete Time Sheets
  - Complete Leave Forms
- Work Health and Safety Responsibilities
  - Present for work in a fit state (not under the influence of drugs or alcohol)
  - Not undertake any task / activity for which you have not been trained, inducted or deemed competent to do
  - Report all hazards, near misses, injuries, incidents to their immediate supervisor immediately
  - Not through act or omission create an unsafe workplace or environment
  - Ensure adherence to developed SWMS/RA, SOP's, Procedures
  - Assist in the development of specific SWMS/RA where identified and required

- Follow all necessary instruction, training, information and supervision to enable works to be undertaken safely
  - Advise immediate/relevant supervisor of any hazard or risk outside area of control or delegation
  - Assist in the investigation of all injuries and incidents
  - Ensure the safe and correct use/application of plant, equipment and PPEC
  - Commitment to Council's Injury Management Procedure
  - Maintain good site housekeeping at work location
  - Contribute to continual improvement of workplace risk control processes
- Recordkeeping Responsibilities
- The incumbent is to undertake responsible and accountable practices for keeping full and accurate records and information for all corporate activities and decisions
  - Prioritise and complete allocated Recordkeeping activities
- Cash handling

## **Supervisory Responsibilities**

Nil

## **Signatures**

I agree to the requirements of this Position Description.

Employee	Date

Supervisor	Date

Manager	Date

## **Selection Criteria**

### **Essential**

- Higher School Certificate
- Experience in the delivery of quality customer service to internal and external customers
- Very good written and verbal communication skills.
- Proficiency in the use of a variety of computer applications including Microsoft Office.
- Class C Drivers Licence
- Proven ability to work as part of a team.
- Demonstrated commitment to the principles of honesty & integrity
- Demonstrated commitment to and understanding of Work Health and Safety

### **Desirable**

- Experience in Library Work