



Position Description

Role:	Library Officer Collection Services
Department/Section:	Community Development - Library Services
Reports to:	Team Leader Library Resources
Responsible for:	Nil staff

WORKING AT MOSMAN COUNCIL

Members of the Mosman Council staff team are expected to be:

- Ethical
- Excellent communicators
- Committed to customer service
- Technically and professionally competent, with a pride in keeping their knowledge current
- Focussed on solutions
- Team players

MAIN PURPOSE

The main purpose of this role is cataloguing of print and audio-visual resources.

The job holder is regularly rostered to the Library's Customer Service Desk to provide customer service to the Library's customers.

KEY RESPONSIBILITIES

- Cataloguing of print and audio-visual material including quality control to ensure accuracy and consistency
 - Participating in selection of resources
 - Provision of quality customer services to the Library's clients
 - Return and sort Library items when rostered to the Library's Returns Room
 - Shelve and shelf check Library items
 - Provide support to other functions of the Library Resources Team as directed by The Team Leader, Library Resources
 - Promptly and accurately register incoming correspondence and information that requires an action or represents official business into Council's electronic Corporate Information Management System (ECM) in accordance with approved protocols and standards
 - Ensure all work is carried out in accordance with legislative, industrial and Council policy requirements and standards in the area of Equal Employment Opportunity
- Act lawfully, honestly and exercise a reasonable degree of care and diligence in carrying out your functions and comply with our Code of Conduct and Prevention of Fraud and Corrupt Conduct Policy

OTHER DUTIES

Other duties may be allocated by the Supervisor or Manager. These will be in accordance with the employee's range of skills, competence, training and /or experience or be part of a training/development plan.

WORK HEALTH AND SAFETY RESPONSIBILITIES

As an employee of Mosman Council you must:

- Take reasonable care for your own health and safety
- Take reasonable care that your acts or omissions do not adversely affect the health and safety of other persons
- Comply, so far as you are reasonably able, with any reasonable instruction that is given by Mosman Council (to comply with its responsibilities under the *WHS Act*)
- Co-operate with any reasonable policy or procedure relating to health or safety at the workplace that has been notified to workers
- Participate in training, emergency response rehearsals and reviews
- Keep the workplace safe, clean and tidy
- Cooperate with safe work method statements, standard operating procedures and controls
- Report all incidents, near misses and injuries
- Report hazards
- Undertake rehabilitation and return to work program requirements, where required
- Wear and maintain provided Personal Protective Equipment (PPE)
- Cooperate with Site Safety Rules
- Actively participate in any other safety activities

SKILLS AND COMPETENCIES - Selection Criteria

Essential:

- Tertiary Qualifications in Library and Information Science
- Minimum of one years' experience in a related role, preferably in a public library
- Demonstrated experience in cataloguing and classification including use of Resource Description and Access (RDA), Anglo-American Cataloguing Rules (AACR2), Dewey Decimal Classification (DDC) and the Libraries Australia database
- Outstanding customer service skills and demonstrated commitment to continuous improvement strategies
- Excellent written and oral communication skills, including the ability to communicate with all age groups and stakeholders
- Excellent organisation and time management skills and the ability to adhere to deadlines and work under pressure
- Computer proficiency with Windows applications together with keyboard and word processing skills with high levels of accuracy

Desirable

- Current Class C driver licence
- Experience in resource selection

Conditions of Employment

Mosman Council operates under the *Local Government (State) Award 2017*

Hours:	140 hours over a 4 week period across a 7 day spread of hours
Status:	Full-time
Qualifications:	Tertiary Qualification Library and Information Science
Experience:	At least 1 years' experience in a similar role
Commencing Salary / Range:	Group D Council Salary System plus Superannuation Band 2 Level 1
Position Approved By:	Director Community Development
Approved Date:	August 2019

Employee only:

I have read and understand the contents of this position description and undertake to meet the responsibilities in an appropriate manner.

Employee's Name (printed).....

Employee's Signature Date.....