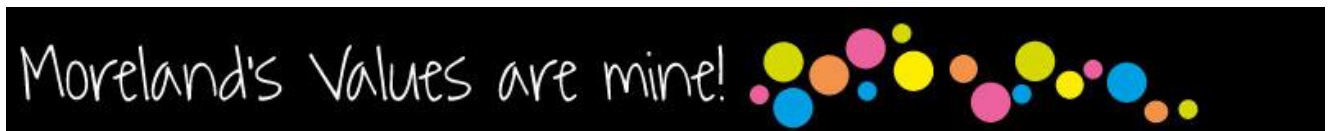


POSITION DESCRIPTION



POSITION TITLE:	Library Technician (Children's and Youth Services/ Acquisitions)
POSITION NO:	378
CLASSIFICATION:	4
AWARD / LWAA:	Moreland City Council Enterprise Agreement 2018
DEPARTMENT:	Community Development
BRANCH:	Cultural Development
WORK UNIT:	Library Services
REPORTS TO:	Service Point Children's and Youth Services Librarian
SUPERVISES:	All staff when occupant is the most senior staff member available.
PREPARED BY:	Unit Manager Library Services
APPROVED BY:	Manager Cultural Development








As an employee of Moreland City Council you are required to observe all Policies, Codes of Conduct, use and wear personal protective clothing and equipment (where applicable) and follow work instructions and relevant regulations.

1. POSITION OBJECTIVES:

DATE CREATED: 27 June 2007	DATE MODIFIED: 16 February 2021
DATE APPROVED: 23 February 2021	DATE PRINTED:

In accordance with established Library policy, practices and directives, provide high quality customer services, including services to children and youth, at Moreland's Library Service under the direction of the Service Point Children's and Youth Services Librarian.

Value	Statement
	We acknowledge our main purpose is to work with our Community and customers
	I will support and value others
	I take pride in my work and am responsible for doing it well
	I will do what I say
	We will work within and across the organisation to achieve community outcomes

2. KEY RESPONSIBILITY AREAS:

Customer Services

- Perform customer service duties, including assisting with self service and borrowing of ematerials, returning, shelving and shelf reading of library materials.
- Perform Information Desk duties including provision of information services and user assistance with photocopiers, WiFi, the Internet and PCs.
- Instruct and advise customers in the use of the catalogue and of the library databases.
- Shelf read the library collection.
- Assist with the reservations pick list.
- Assist with library initiatives to bridge the digital divide.
- Provide relief at other library service points as required.
- Organise lost property at the Campbell Turnbull Library.

Administration

- Provide general administrative support to the Team Leader Brunswick/ Campbell Turnbull Libraries and Digital Services as required.
- Prepare routine correspondence, reports, and publicity as required.
- Organise the return of materials from other libraries returned in error at the Campbell Turnbull Library.
- Maintain computerised membership files and input data as required.

Selection & Stock Maintenance

- Under the supervision of the Children's and Youth Services Librarian, organise and maintain the children's and youth materials collections at the library service point where the position is based, including disposal of withdrawn materials.
- Assist where directed by the Children's and Youth Services Librarian, in the selection of books, periodicals, and other library materials for children and youth. This could include regular selection of picture books, development of specifications for standing orders and/or profiles, and bulk purchase of material through excursions to suppliers.
- Sort items for repair, binding and withdrawal from the children's and youth collections at the library service point where the position is based.
- Assist the Team Leader Coburg Library and Children's Services with acquisitions and adding items.

Promotion and Extension Activities

- Organise extension activities including school holiday programs, weekly storytimes, kindergarten and creche visits, school visits and other activities for children and young people as required at the Campbell Turnbull library.
- Assist with extension activities at the Brunswick Library and provide relief in these areas at other service points as required.
- Prepare and distribute subject booklists, lists of new materials and bibliographies for children, youth and parents.
- Liaise with schools, creches, kindergartens and children's centres.
- Arrange displays, notices and extension activities to promote children's and youth services to the community.
- Provide talks to new parents' groups and children's groups on developing children's reading skills.
- Assist in the promotion of the periodicals and newspaper collection.

Continuous Improvement

- Contribute to the effective implementation of the Moreland Continuous Improvement system in the work area and achievement of quality outcomes.

Occupational Health & Safety

- Contribute to the achievement of a safe and healthy environment by working in accordance with Council's OHS Policy and Procedures.

Environmental Sustainability

- Incorporate Council's environmental sustainability objectives and targets into projects and programs.
- Promote and participate in a culture of environmental sustainability.

Diversity & Equity

- Undertake all duties with an awareness of and sensitivity to diversity and equity in accordance with Council policy.

Other duties

- Required to undertake other duties as directed.

3. ORGANISATIONAL RELATIONSHIP:

Reports to:	Service Point Children's and Youth Services Librarian
Supervises:	All staff when occupant is the most senior staff member available
Internal Liaison:	All library staff; Other Council staff, particularly Community Development staff

External Liaison: Library users; Participate in networks with other Children's/Youth Services Librarians; Professional bodies; Relevant staff at schools, kindergartens, children's centres, crèches and Maternal and Child Health Centres; Booksellers and library suppliers; Vision Australia.

JOB CHARACTERISTICS RELEVANT TO THE POSITION

The following Job Characteristics should be read in the context of the definitions describing the characteristics required of a Band 4 employee as outlined in Part B of the Enterprise Agreement (Victorian Local Authorities Award 2001, Appendix A, Part A - Employee Band 4, Clause 4)

4. ACCOUNTABILITY AND EXTENT OF AUTHORITY:

- Accountable for the efficient day-to-day operations at the service point where the position is based and for the efficient maintenance and development of library and information services and resources to those in the local community under 25 years of age, with scope to exercise discretion in the application of established policies, procedures and guidelines of Council and the Library Service, under the supervision of the Service Point Children's and Youth Services Librarian.
- Participate, as part of a team under the supervision of the Team Leader Coburg Library and Children's Services, in the selection of materials for children and youth and in the acquisitions area.
- Participate, as part of a team under the supervision of the Team Leader Coburg Library and Children's Services, in the provision of programs, extension activities and events targeting children and youth in the local community.
- When on customer services duties as the senior staff member, the incumbent will be responsible for enforcing library policies, supervising staff and performing all day-to-day maintenance and routines.
- Guidance and advice available from the Service Point Children's and Youth Services Librarian within time available to make a choice.

5. JUDGEMENT AND DECISION MAKING:

- Guidance and advice available within time available to make choice.

6. SPECIALIST KNOWLEDGE AND SKILLS:

- Good literacy and numeracy skills.
- Good information retrieval skills.
- Ability to use, and knowledge of, PCs, social media, online information and the Internet, including troubleshooting skills.
- Broad knowledge of literature.
- Ability to organise extension activities and events.
- Ability to assess book reviews, blurbs, customer recommendations, etc.
- Interest in children's and youth services and reader development.
- Ability to consistently lift and carry items up to 15kg in weight.
- Ability to shelve library materials on an ongoing basis, including heavy books on shelves below knee level and above shoulder height.
- Fluency in a community language related to the Moreland area is desirable.

7. MANAGEMENT SKILLS:

- Ability to manage time and plan and organise own work.
- Basic knowledge of personnel practices.
- Ability to provide relevant library officers and library placements with on-the-job training and guidance.

8. INTERPERSONAL SKILLS:

- Ability to work effectively as part of a team.
- Ability to consistently provide efficient and friendly services to library users.
- Consistently positive and cheerful attitude to work, to the organization, to colleagues at all levels, and to citizens.
- Ability to communicate clearly, both orally and in writing.
- Ability to prepare routine correspondence and reports as required.
- Empathy with all sections of the community.

- Ability to gain the cooperation and support of other staff to achieve team goals and objectives.
- Flexibility.

9. QUALIFICATIONS AND EXPERIENCE:

- Diploma of Library and Information Services or equivalent; and or other relevant tertiary qualifications.
- Some public library experience would be an advantage.
- A current Victorian Driver's Licence.
- A current Working with Children Check.

10. PHYSICAL REQUIREMENTS OF THE POSITION

TASK ANALYSIS

In the course of his/her duties, a person in this position may be expected to work in or be exposed to the following conditions or activities as marked.

Condition/Activity	Constant	Frequent	Occasional	N/A
Manual handling weights -above 10kgs	()	(√)	()	()
-below 10kgs	(√)	()	()	()
Manual handling frequency	(√)	()	()	()
Repetitive manual work	(√)	()	()	()
Repetitive bending/twisting	(√)	()	()	()
Working with arms above head	()	(√)	()	()
Lifting above shoulder height	()	(√)	()	()
Using hand tools – vibration/powered	()	()	()	(√)
Operating precision machinery	()	()	()	(√)
Close inspection work	()	()	()	(√)
Wearing hearing protection	()	()	()	(√)
Wearing eye protection	()	()	()	(√)
Working in dusty conditions	()	()	(√)	()
Working in wet/slippy conditions	()	()	()	()
Wearing Gumboots	()	()	()	()
Wearing safety shoes/boots (steel cap)	()	()	()	(√)
Working with chemicals/solvents/detergents	()	()	(√)	()
Washing hands with soap (hygiene)	()	(√)	()	()
Working at heights	()	()	()	(√)
Working in confined spaces	()	()	()	(√)

Working in chillers (+4 degrees C)	()	()	()	(√)
Performing clerical duties	(√)	()	()	()
Working on a keyboard	(√)	()	()	()
Driving cars and/or trucks	()	()	(√)	()
Other (please specify)_____	()	()	()	()

Other special features (e.g. nature of chemicals, travelling requirements, etc):

11. KEY SELECTION CRITERIA

- Diploma of Library and Information Services or equivalent; and or other relevant tertiary qualifications.
- Excellence in customer service provision to all sections of the community
- Ability to contribute to and deliver projects and programs within agreed timeframes
- Demonstrated high level computer literacy skills
- Good organisational and time management skills
- Good communication skills
- Good teamwork skills and ability to gain cooperation and assistance of other staff.
- A current Victorian Driver's Licence and Working With Children Check

SIGNATURE PAGE

This is to certify that the position description has been drawn up/reviewed by both employee & Supervisor/Manager.

..... **Date** / /
(Staff member's signature)

..... **Date** / /
(Supervisor/Manager's signature)

Please send original signed document to the HR Officer (Human Resources) and also forward an electronic version to be filed in the Position Description database.