

Library Administration Officer Finances

Position Description



Moreland
City Council

Position number:	0593
Classification:	Band 5
EA:	Moreland City Council Enterprise Agreement
Department:	Community
Branch:	Cultural Development
Unit:	Library Services
Reports to:	Unit Manager Library Services
Supervises:	All staff when occupant is the most senior staff member available.
Approved by:	Manager Cultural Development

Organisational values:



Position objectives

In accordance with established Library policies, practices and directives and under the direction of the Unit Manager Library Services:

- Ensure the efficient operation of administrative functions of Moreland's library service, including accounts, purchasing and petty cash.

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Date Approved: **21 July 2022**

Date Printed:

- Provide high quality library and information services to the local community.

Key responsibility areas

Customer Services

- Perform customer service duties, including assisting with self-service and borrowing of ematerials, returning, shelving and shelf reading library materials.
- Perform Information Desk duties including provision of information services and customer assistance with photocopiers, library equipment, the Internet and PCs.
- Instruct and advise customers in the use of the catalogue and of the library.
- Provide relief at other library service points as required.
- Assist with library initiatives that bridge the digital divide.

Administration

- Maintain accounts and financial records for the Library Service using Council's NAV system.
- Advise Library staff on the use of NAV and provide monthly statements of expenditure.
- Consolidate petty cash receipts and count cash as required.
- Follow up invoices and accounts and liaise with suppliers of services and Finance Branch staff.
- Maintain and distribute supplies of stationery, minor equipment, etc. to all service points.
- Participate in contract negotiations with suppliers as required.
- Provide advice, undertake purchasing, including research into price, quality, OH&S implications, etc. and generate orders as required by senior staff.
- Liaise with magazine subscription agencies regarding subscription renewals and payments.

Employee competencies and accountabilities

Competencies:

- **Community and Customer Focus:** Building strong customer relationships and delivering community / customer-centric solutions.
- **Ensures Accountability:** Holding self and others accountable to meet commitments.
- **Collaborates:** Building partnerships and working collaboratively with others to meet shared objectives.
- **Instils Trust:** Gaining the confidence and trust of others through honesty, integrity, and authenticity.

Accountabilities:

- Contribute to the effective implementation of the Moreland Continuous Improvement system in the work area and achievement of quality outcomes.
- Contribute to the achievement of a safe and healthy environment by working in accordance with Council's OHS Policy and Procedures.
- Incorporate Council's environmental sustainability objectives and targets into projects and programs.
- Promote and participate in a culture of environmental sustainability.
- Undertake all duties with an awareness of and sensitivity to diversity and equity in accordance with Council policy.
- Ensure that complete and accurate records relating to business activities are maintained and stored in Council's electronic records management system (including correspondence, reports, emails) in accordance with Council policy.

Other duties:

- Required to undertake other duties as directed.

Organisational relationships

Internal Relationships	All library staff; the Manager Cultural Development; Council Departments, particularly Community, Finance and Cultural Development staff
External Relationships	Library users; Suppliers of services to Moreland's library service

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 5 employee as outlined in Part B of the Enterprise Agreement (Victorian Local Authorities Award 2001, Appendix A, Part A - Employee Band 5, Clause 5)

1. Accountability and Extent of Authority:

- Accountable for the efficient operation of administrative functions of Moreland's library service under the supervision of the Unit Manager Library Services, subject to the established policies, practices and guidelines of Council and the Library.
- Provide advice and give support to senior library staff in the use of NAV.
- Responsible for resource supervision in accordance with clear objectives and budgets, frequent prior consultation with more senior staff and a regular reporting mechanism to ensure adherence to plans.
- When on duty 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.

2. Judgement and Decision Making:

- Under the supervision of the Unit Manager Library Services, select and acquire stationery, minor office equipment and other requisites.
- Solve problems in relation to the provision of library and information services using procedures and guidelines and the application of professional knowledge or knowledge acquired through experience.
- Problems may be of a complex or technical nature with solutions not related to previously encountered situations and some creativity and originality is required.
- Guidance and advice is usually available within time to make a choice

3. Specialist Knowledge and Skills:

- Good literacy and high-level numeracy skills.
- Accountancy and book-keeping skills.
- Ability to use, and knowledge of, PCs and the Internet, including basic troubleshooting skills.
- Expertise in using Word, Excel and other appropriate software.
- Information retrieval skills.
- Ability to research and assess suitability of items for purchase, including price and OHS aspects.
- Ability to interpret purchasing contracts.

- Ability to 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.

4. Management skills:

- Ability to achieve set objectives in the most effective way possible and within a set timetable.
- Ability to set priorities and to plan and organise own work.
- Ability to implement personnel practices including those related to equal employment opportunity, occupational health and safety, and employee training and development.

5. Interpersonal Skills:

- Ability to consistently provide efficient and friendly service to library users.
- Strong commitment to excellence in service provision to all sections of the community.
- Ability to communicate clearly, both orally and in writing.
- Ability to relate to people from diverse cultural backgrounds.
- Ability to train and advise staff in the use of online financial systems.
- Ability to resolve problems and to defuse potential conflict.
- Consistently positive and cheerful attitude to work, to the organisation, to colleagues at all levels, and to citizens.
- Ability to work effectively as part of a team.
- Empathy with all sections of the community.

6. Qualifications and Experience:

- Diploma of Office Administration or equivalent relevant experience Demonstrated knowledge and ability in maintaining accounts, purchasing and administrative procedures.
- A current Victorian Driver's licence.
- A current Working with Children Check.
- Valid Police Check.

7. 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/powerful	()	()	()	(✓)
Operating precision machinery	()	()	()	(✓)
Close inspection work	()	()	()	(✓)
Wearing hearing protection	()	()	()	(✓)
Wearing eye protection	()	()	()	(✓)
Working in dusty conditions	()	()	(✓)	()
Working in wet/slippery 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 special features (e.g. nature of chemicals, travelling requirements, etc):

8. Key Selection Criteria

- Teamwork, supervisory and communication skills.
- Demonstrated administrative and accounting skills
- Excellence in customer service provision to all sections of the community.
- Ability to deal with difficult situations.
- Demonstrated high level computer literacy skills, particularly Word and Excel.
- Good organisational and team management skills.
- A current Victorian Driver's Licence and Working with Children Check.
- Diploma of Office Administration or equivalent relevant experience.