



# Position Description

Position title	Junior Library Officer
Reports to	Branch Supervisor
Department	Community, Planning and Environment
Classification	Junior Wages Local Government Industry Award
Last Review Date	1 September 2017

## Position Summary

To assist senior staff to deliver friendly, effective and efficient library services to the community.

## Position Specific Accountabilities

- Assist senior branch staff in circulation desk duties
- Carry out collection maintenance, promotion and display tasks as requested
- Help the public with Internet and PC use
- Enthusiastically promote reading, literacy and lifelong learning
- Other responsibilities as reasonably expected

## Organisation Responsibilities

- Model the highest standards of ethical and professional behaviour and act with integrity and confidentiality whilst representing Council internally and externally.
- Adhere to all legislative frameworks, rules, Council policies and guidelines.
- Prepare and submit reports for Council and the Executive Leadership team as required.
- Be familiar with and undertake all work in accordance with relevant policy and legislation, including:
  - TRC's Safety Management System - SAFE PLAN, TRC's Code of Conduct, Council's Local Laws, Values and Behaviours, the *Local Government Act 2009*, Anti-discrimination and Privacy legislation, Purchasing and Procurement; and
  - Comply with all Workplace Health & Safety Legislation, and other relevant policies, procedures and legislation.
- Follow reasonable directives to maintain critical business activities in the event of an unplanned disruption, including but not limited to a disaster.
- Other responsibilities as reasonably expected.

## Delegated Authority

Decisions are to be made in accordance with the Delegations of Authority as detailed under separate official delegation instructions through the Chief Executive Officer.

## Selection Criteria

### Essential

- Demonstrated good computer skills
- Demonstrated sound numeracy and literacy skills
- Good customer services skills, with the ability to work in a team environment
- Basic knowledge of library practices and procedures are highly regarded

### Qualifications

- The incumbent must be eligible to obtain a Working with Children Blue Card.

## Position Specific Conditions

- The successful completion of a Pre-Employment Medical Assessment (including drug and alcohol screening) is required before any offer of employment.
- This role requires evidence of skills and qualifications and the possession of a current Drivers Licence.

I have read and understood the above Position Description					
INCUMBENT NAME		SIGNATURE		DATE	
SUPERVISOR NAME		SIGNATURE		DATE	