

## Position Description

### **Library Assistant**

<b>Directorate</b>	Corporate and Community Services
<b>Location</b>	Bland Shire Council Shire Street, West Wyalong
<b>Classification/Grade/Band</b>	Grade 7
<b>Position Code</b>	3474 – Part Time
<b>Date Position approved</b>	13 March 2009

### **Primary purpose of the position**

To assist in the effective and efficient provision of library services to residents of the Shire.

### **Key accountabilities**

Within the area of responsibility, this role is required to:

- Assist with the delivery of circulation and reference/information services.
- Provide assistance in the use of information technology.
- Shelf books and maintain the physical appearance of the library.
- Handle cash transactions.
- Process new library stock.
- Catalogue and process periodicals.
- Update media files.
- Assist with children's activities and displays.
- Assist with promotional and marketing activities.
- Count and balance library monies as required.
- Dispose of newspapers according to library procedures.
- Assist with visitor information queries.
- Carry out other duties that are within the limits of the employee's skill, competence and training.

### **WHS Responsibilities:**

- Read and comply with all WHS policies and procedures in relation to your WHS roles and responsibilities.
- Immediately report all hazards and incidents, following the appropriate processes.
- Work in a manner that will not endanger yourself or any other person.
- Assist new employees in the use of proper work practices and procedures.
- Use personal protective equipment clothing or equipment (PPE) provided as instructed by your supervisor and report any defective or damaged PPE.
- Not attempt any task unless you are capable and competent to carry out the task.

- Participate in rehabilitation and return to work programs if required.
- Comply with Corporate record keeping requirements.

## Key internal relationships

Who	Why
Team Members	Negotiate task priorities Ensure safety and quality standards are met
Library Services Coordinator	Liaise to clarify tasks and priorities Manage and escalate issues as appropriate

## Key external relationships

Who	Why
Community	Maintain a friendly, professional and positive council presence Ensure public safety at all times
Service Providers	Maintain a friendly, professional and positive council presence

## Selection requirements

Criteria:
<b>Essential Criteria:</b>
Certificate III in Library and Information Services and/or relevant experience in a similar role
Current Working with Children Check
Current Class 'C' Driver License
<b>Highly Desirable Criteria:</b>
Be able to deliver timely customer services in person, over the phone or across multi-communication channels in line with established customer service standards.
<b>WHS and EEO</b>
Thorough knowledge of WHS & EEO practices and principles.

Key Physical Requirements (Key = Occasional 1-33%, Frequent 34-66%, Constant 67-100%)	
Continuous standing	Frequent reaching at waist level or below
Frequent walking	Rarely crawling
Occasional sitting	Occasional trunk rotation
Rarely climbing	Frequent repetitive forearm, hand and finger movement
Occasional bending/stooping	Frequent manual dexterity and handling
Occasional squatting/crouching	
Rarely kneeling	
Occasional reaching overhead	





Working with Children Check
If this role is identified as a position which undertakes child-related work, as defined by the <i>Child Protection (Working With Children) Act 2012</i> , the <i>Child Protection (Working With Children) Regulation 2013</i> and the

Office of the Children’s Guardian, you will be required to maintain a current and valid Working with Children Check, renewable every 5 years. In the event that there is any change to your Working with Children certificate clearance, you are obliged to report this to your Supervisor immediately

## Capabilities for the role

The Local Government Capability Framework describes the core knowledge, skills and abilities expressed as behaviours, which set out clear expectations about performance in local government: “how we do things around here”. It builds on organisational values and creates a common sense of purpose for elected members and all levels of the workforce. The Local Government Capability Framework is available at [https://capability.lgnsw.org.au/local\\_government\\_capability\\_framework.pdf](https://capability.lgnsw.org.au/local_government_capability_framework.pdf)

Below is the full list of capabilities and the level required for this position. The capabilities in bold are the focus capabilities for this position. Refer to the next section for further information about the focus capabilities.

Local Government Capability Framework		
Capability Group	Capability Name	Level
 Personal attributes	Manage Self	Intermediate
	Display Resilience and Adaptability	Foundational
	Act with Integrity	Intermediate
	<b>Demonstrate Accountability</b>	<b>Foundational</b>
 Relationships	Communicate and Engage	Foundational
	<b>Community and Customer Focus</b>	<b>Intermediate</b>
	Work Collaboratively	Foundational
	Influence and Negotiate	Foundational
 Results	Plan and Prioritise	Foundational
	Think and Solve Problems	Foundational
	Create and Innovate	Foundational
	<b>Deliver Results</b>	<b>Foundational</b>
 Resources	Finance	Foundational
	Assets and Tools	Foundational
	Technology and Information	Foundational
	<b>Procurement and Contracts</b>	<b>Foundational</b>

## Core Capabilities

**Demonstrate Accountability:** Take responsibility for own actions, commit to safety, and act in line with legislation and policy.

**Community and Customer Focus:** Commit to delivering customer and community focused service in line with strategic objectives.

**Deliver Results:** Achieve results through efficient use of resources and a commitment to quality outcomes.

**Technology and Information:** Use technology and information to maximise efficiency and effectiveness.