

CORANGAMITE REGIONAL LIBRARY CORPORATION

POSITION DESCRIPTION

Position Title:	Library Officer
Location:	Mortlake
Award Classification:	Band 4 CRLC Certified Agreement No 4 2008 and Victorian Local Authorities Award 2001
Status:	Part-time (27.5 hours per fortnight)
Authorised:	Chief Executive Officer
Date:	14 October 2009

POSITION OBJECTIVE

To operate a responsive and efficient library service to meet community needs

ORGANISATIONAL RELATIONSHIPS

Reports to:	Operations Manager
Supervises:	Branch Library Officer/s and Volunteers
Internal Liaisons:	CRLC staff, Corangamite Shire staff and other community service providers
External Liaisons:	Library members and visitors Community groups Schools

KEY AREAS OF RESPONSIBILITY

Service Standards

- Responsible for the efficient operation of the Branch
- Maintain excellent customer relations and service standards
- Adhere to the Corporation's policies and procedures
- Ensure a safe and healthy environment for branch staff and library users
- Monitor building and equipment maintenance
- Attend training as required

Circulation Services

- Responsible for branch circulation: issues and returns, Inter Library Loans, reservations and shelving
- Respond to requests and provide prompt information to members about loans, returns and overdue items
- Provide service in accordance with approved CRLC policies, procedures and guidelines

Reference and Information Services

- Provide advice and assistance to customers in accessing information and materials
- Refer requests to regional specialist staff when necessary

Collections

- Organise shelving, display and promotion of library materials
- Participate in collection development: selection and recommendations for purchase
- Complete regular Collection Review lists
- Monitor collections and withdraw materials as required

Branch Programs and Promotion

- In liaison with the Operations Manager, organise programs for all levels of the community
- Liaise with community groups and organisations to plan pre-school storytimes
- Participate in the regional library programming for particular events such as Australian Library and Information Week, Children's Book Week, Summer Reading Club and Simultaneous Storytime

ACCOUNTABILITY AND EXTENT OF AUTHORITY

Responsible for library service and information provision to users; freedom to act is subject to regulations, policies and supervision.

EQUAL OPPORTUNITY

CRLC is committed to a work environment free of discrimination, harassment, victimisation and bullying.

OCCUPATIONAL HEALTH AND SAFETY

All Staff

- Ensure all appropriate actions are taken to comply with CRLC occupational health and safety policy, procedures and legislative requirements
- Participate in OH&S training
- Demonstrate commitment to occupational health and safety

Staff who supervise other staff

- Ensure all appropriate actions are taken to implement occupational health and safety policy, procedures and legislative requirements
- Ensure all work injuries are recorded, investigated and preventative strategies to prevent re-occurrence are developed and actioned
- Ensure consultation with employees and employee OH &S representatives on work place change or issues which affect health and safety of staff is conducted and documented
- Initiate hazard reports, investigate and resolve or refer on for actioning
- Ensure all employees receive induction and appropriate OH&S training
- Participate in OH&S training
- Conduct workplace visits, inspections and be able to demonstrate supervising for safety
- Conduct safety audits, develop and action preventative strategies

SELECTION CRITERIA

Judgement and decision-making

- Requires an ability to make decisions and act independently within the policies and procedures of the CRLC
- Ability to know when to refer matters to supervisor or senior staff
- Confidence to make recommendations to the Operations Manager on staffing, policy and procedural matters

Specialist knowledge and skills

- Requires proficiency in the organisation and access of resources
- Knowledge and familiarisation in areas of online information, technology, procedures and processes used in modern libraries.
- Ability to undertake basic troubleshooting in relation to hardware, networks and the library management system (Spydus)
- An understanding of the long-term goals of the branch within the regional service

Management skills

- Organisational skills, setting priorities, planning and time management are required to achieve agreed outcomes
- Requires an understanding of and ability to implement relevant policies and procedures

Interpersonal skills

- Requires good communication and listening skills, particularly the ability to gain cooperation and support from library members and the community
- Ability to liaise with other staff and community leaders in relation to problems which may arise

QUALIFICATIONS AND EXPERIENCE

Essential

- Experience in public library service and/or qualifications recognised by the Australian Library and Information Association (ALIA)
- At least 3 years experience working in public libraries
- Customer focussed and responsive to community needs
- Good interpersonal skills
- Proficient in working with technology, networks, library management systems and Internet.
- Knowledge of contemporary public library services: particularly readers advisory and online accessibility
- Working with Children Check in accordance with the Working with Children Act 2005

Desirable

- Experience in working in field of community service and / or ability to identify with community needs
- Experience in promoting library services

Other

- Current Victorian driver's licence

CONDITIONS OF EMPLOYMENT

The position is in accordance with the provisions of the CRLC Enterprise Agreement No 4-2008 and Victorian Local Authorities Award 2001. In line with the operational requirements of the Corangamite Regional Library Corporation the employee may be required to work evening and / or weekend shifts. The incumbent may also be required for service at another branch library within reasonable proximity to this base location upon the employer's request and by mutual agreement.

Employee Signature:

Date:

CEO Signature:

Date: