

**Temora Shire Council**

ABN: 55 048 860 109

105 Loftus Street

Temora NSW 2666

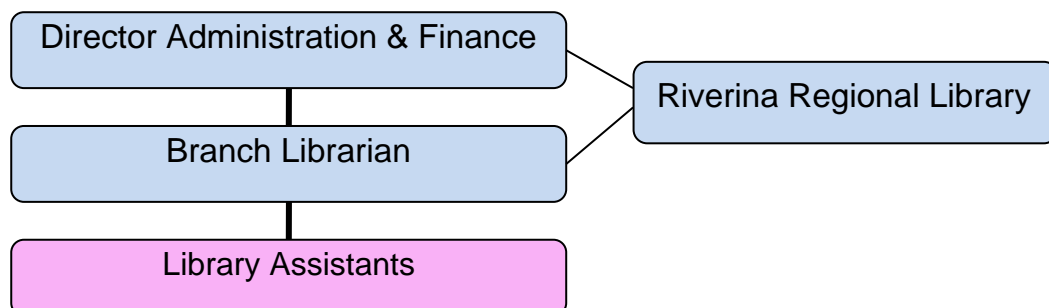
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**Position Description
Library Assistant
DOC-BUS-HRPD-024**

Please note that Position Descriptions are under constant review and may be changed, after consultation, to reflect organisational requirements at any time.

POSITION: Library Assistant
SECTION: Administration & Finance
SUPERVISOR: Director Administration & Finance
ENTRY LEVEL: Grade 1 - 2
HOURS OF WORK: Casual

**POSITION OBJECTIVES:**

To be a part of, & contribute to, a customer focused team that supports library & information services to the Temora Shire community by assisting with the provision of efficient & effective information & circulation services.

KEY TASKS:**Circulation procedures**

- Set up library for day to day tasks/activities
- Understand & operate Libero Library Management System
- Provide membership & information services to customers
- Guide customers in self-check usage
- Collect fees & charges
- Register new patrons & maintain the circulation database records
- Provide support for inter-branch delivery service
- Monitor & process reservations/holds

Collection & facilities

- Assist in the maintenance of library collections, including shelving, shelf checking & tidying of the library
- Assist with collection management as directed

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- Maintain, monitor & assist in the use of equipment & public computer troubleshooting
- Collection, record management & display of newspapers/periodicals
- Process new & repair damaged library materials

Library Services & Programs

- Assist with the planning & delivery of events & activities such as Storytime sessions, craft groups, housebound deliveries & after school activities
- Assist with the display of library resources & promotional material
- Promote library services & events
- Assist with the provision of targeted technology sessions
- Assist with the supply & delivery of Inter Library Loans to patrons & TAFE students

Compliance

- Abide by requirements & expectations that apply to any kind of contact with children, young people & the elderly
- Undertake specific training programs to comply with legislative & Council requirements
- Undertake specific training programs as directed by Riverina Regional Library & Branch Librarian

Other Duties & Responsibilities

- Assist patrons in the use of technology & access to digital resources
- Assist in the acquisition of library resources as required
- Undertake tasks as required by the supervisor, within the skills, training, qualifications & experience of the role
- Support team, library & Council goals including participation in relevant meetings

Temora Shire Council procedures

- Be aware of Temora Shire Council policies
- Report Work Health and Safety issues
- Adhere to Temora Shire Council Code of Conduct
- Ensure confidentiality of member records and usage

ESSENTIAL CRITERIA:

- Demonstrated ability to work effectively either alone or in a team
- Demonstrated ability to solve problems, show initiative and “think outside the square”
- Knowledge of and a strong commitment to the principles and practices of workplace safety
- Demonstrated ability to coordinate and deliver excellent customer service
- Effective oral and written communication skills
- Sound computer skills, particularly data entry, word processing and Internet skills with ability to assist patrons with technology queries
- Ability to work Saturdays
- Current Working with Children Check
- National Police Check
- Class C Drivers licence

DESIRABLE CRITERIA:

- Previous experience working in a library or related environment
- Experience in the use of Spydus software
- Certificate III in Library and Information Services, or willingness to obtain
- First Aid Certificate

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