JOB DESCRIPTION

POSITION NAME: Casual Library Assistant

DIVISION: Library and Community Services

BRANCH: Library Services

SUPERVISOR’S TITLE: Team Leader Librarian or Coordinator

FUNCTION AND PURPOSE

Contribute to the provision of a quality library service, as directed, which may include the following duties and responsibilities.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Provide customer service including circulation of library materials and related tasks, readers' advice, promotional activities and assisting customers in the use of the library. Duties may include:
   • Join new library members and amend existing membership records.
   • Collect library fees and charges.
   • Give directional information.
   • Take reservations and Inter Library Loans.
   • Answer information enquiries.
   • Assist with equipment and public PC support (photocopiers, printers, Envisionware, PCs, Tablets, etc).
   • Perform duties as directed by supervisor, duty officer, or delegate.
   • Refer to senior staff for direction as necessary.

Additional responsibilities if working at a single person branch:

2. Implement emergency procedures for the facility as required in accordance with the emergency procedure documentation.

3. Secure the building during opening and closing as per documented procedures.

4. Assist in the provision of a safe library environment by ensuring work health and safety standards are carried out, recognising and reporting unsafe/unsatisfactory work conditions.

5. Facilitate the effective operation of the branch.

Hours and Place of Work:

6. Required to work desk shifts in accordance with Council’s Enterprise Agreement provisions.

7. Required to work weekend and night shifts in accordance with Council’s Enterprise Agreement provisions.

8. Required to work designated Council holiday shifts in accordance with Council’s Enterprise Agreement provisions.

9. Responsible for accurate and prompt completion of timesheet.
WHS Responsibilities:
10 Follow WHS policies and procedures and not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare under WHS legislation.
11 Identify and report hazards and any unsafe acts.
12 Apply WHS policies and procedures to self and others to take reasonable care for the health and safety of people who are at the employee's place of work who may be affected by the employee's acts or omissions at work.
13 Complete required WHS documentation relevant to the work activity performed at Council.
14 Cooperate with employer to enable compliance with any reasonable request relating to WHS.
15 Participate in the consultative process on WHS matters; undertake WHS training as requested.
16 Participate in risk assessments activities relating to the work activity performed at Council.

WORKING RELATIONSHIPS

INTERNAL     EXTERNAL
Library Staff  Library Customers
Council Staff  

PERSON SPECIFICATION

1 Hold or be working towards (substantial amount of the course already completed) a relevant library qualification; or equivalent library knowledge, experience and training.
2 Ability to work in a team environment.
3 Demonstrated communication skills.
4 Demonstrated customer service skills.
5 Ability to adapt to changing work environments.
6 Demonstrated well developed information research skills.
7 Ability to work with minimum supervision.
8 Ability to work alone at local branch libraries with support available by phone from District Libraries.
9 Hold a current Working with Children Check reference clearance number.
10 Capacity to carry out the duties of the position.
11 Available to work at all or most library branches as required.
12 Demonstrated understanding of Work Health and Safety principles.
13 Understanding of and commitment to the principles of Equal Employment Opportunity, child protection and quality management.