



Library Officer – Merriwa & Cassilis

Position Details

Occupant:	Vacant		
Reports to:	Library Coordinator		
Section:	Community Services		
Department:	Environmental & Community Services		
Industrial Instrument:	Local Government (State) Award		
Salary Grade:	NSS 6	Hours of Work:	25
Staff Management:	No	Budget Responsibility:	No
Date Created:	December 2019	Last Reviewed:	February 2020
Special Conditions:			

The Role

The purpose of the position is to provide quality, customer focused library services to the Upper Hunter Shire and to promote these services and all other Library activities to maximise membership and the use of the libraries.

Our Council

Encompassing the vibrant towns and communities of Scone, Aberdeen, Merriwa and Murrurundi and many smaller villages, the Upper Hunter Shire covers about 8,100km², with a population of approximately 14,500 people. The Upper Hunter Shire is a diverse, scenic region and a great place to live and work.

Our Council is committed to delivering high quality, innovative, consistent and responsive services to the community whilst maintaining a safe, fair and open workplace where achievements are recognised and staff are encouraged to develop and grow.





Selection Criteria

Essential

- Certificate IV in Library and Information Services or related field and experience in a similar role.
- Well-developed public relations and customer services skills.
- Well-developed literacy, numeracy and interpersonal skills.
- Effective interpersonal and communication skills.
- Ability to plan and lead group Library activities such as children's activities, book clubs and library events.
- Proficiency in Microsoft Office Suite and related software.
- Demonstrated ability to work cooperatively as part of a team and independently as required.
- Current Working with Children check.
- Current unrestricted drivers licence.

Desirable

- Skills and expertise working with Library Management systems such as Aurora.
- Demonstrated ability in the promotion of library services and activities.
- Experience in display work.

Key Duties and Functions

- Encourage membership and utilisation of library services in the Merriwa library branch.
- Deliver flexible outreach and / or mobile library services to the Merriwa and Cassilis area to meet the diverse needs of rurally isolated communities.
- Undertake library borrowing system tasks including the issue and return of library materials, customer reservations and holds and other procedures in the Circulation Manual.
- Ensure opening and closing hours for the Merriwa library are observed.
- Assist with collection management as directed by the Library Co-ordinator.
- Assist borrowers to locate information and Library materials, and respond to customer enquiries in a variety of formats, including online mediums.
- Maintain Library record systems including membership records, collection of statistics and documentation of customer feedback.
- Manage cash receipts in accordance with Council's procedures.
- Ensure the Library environment is safe, tidy and welcoming at all times.
- Monitor branch equipment including computers, OPACs, photocopiers and other technology, and promptly report any problems to the Library Co-ordinator
- Monitor building maintenance and WHS issues at the branch reporting them promptly to the Library Co-ordinator.



- Plan and implement promotional and marketing activities in consultation with the Library Co-ordinator to increase awareness of the library and its services.
- Plan and implement activities as required by the Library Co-ordinator such as book clubs, children's activities, youth activities and activities/events relevant to the library.
- Attend Staff Meetings to enhance the functioning of the Shire's Libraries as requested by the Library Co-ordinator.
- Participate in the development and review of library policies and procedures.
- Train and mentor other staff including Library Assistants, as required.
- Other duties as directed, within the skills and capabilities of the employee.

Local Government Capability Framework		
Capability Group	Capability Name	Level
 Personal attributes	Manage Self	Intermediate
	Display Resilience and Adaptability	Intermediate
	Act with Integrity	Intermediate
	Demonstrate Accountability – Take responsibility for own actions, commit to safety, and act in line with legislation and policy.	Intermediate
		Focus Behavioural Indicators - Follows through reliably and openly takes responsibility for own actions - Understands delegations and acts within authority level - Is vigilant about the use of safe work practices by self and others - Is alert to risks in the workplace and raises them to the appropriate level
 Relationships	Communicate and Engage	Intermediate
	Community and Customer Focus – commit to delivering customer and community focused services in line with strategic objective.	Intermediate
		Focus Behavioural Indicators - Identifies and responds quickly to customer needs - Demonstrates a thorough knowledge of services provided - Puts the customer and community at the heart of work activities - Takes responsibility for resolving customer issues and needs
	Work Collaboratively	Foundational
	Influence and Negotiate	Foundational
	Plan and Prioritise – Plan and organise work in line with organisational goals, and adjust to changing priorities.	Intermediate
		Focus Behavioural Indicators



Local Government Capability Framework		
Capability Group	Capability Name	Level
 Results		- Participates constructively in unit planning and goal setting - Helps plan and allocate work tasks in line with team/project objectives - Checks progress against schedules - Identifies and escalates issues impacting on ability to meet schedules - Provides feedback to inform future planning and work schedules
	Think and Solve Problems	Foundational
	Create and Innovate	Intermediate
	Deliver Results	Intermediate
 Resources	Finance	Foundational
	Assets and Tools	Foundational
	Technology and Information – use technology and information to maximise efficiency and effectiveness.	Intermediate Focus Behavioural Indicators - Shows confidence in using core office software and other computer applications - Makes effective use of records, information and knowledge management systems - Supports the introduction of new technologies to improve efficiency and effectiveness
	Procurement and Contracts	Foundational

WHS and Risk Management Responsibilities

- Comply with all Work Health and safety legislation and risk management requirements and abide by all relevant policies and procedures.
- Undertake appropriate training and inductions, and comply with instructions.
- Appropriately use all PPE and resources provided to undertake the work safely.
- Ensure hazards are identified in the workplace and appropriate control measures are in place.
- Keep up to date with work health and safety matters.
- Comply with statutory, Council and legal requirements in the areas of risk management including Work Health and Safety.



- Comply with all injury management processes and legislation including the direct reporting and investigation of injuries, accidents and near misses.

EEO Management Responsibilities

- Demonstrate a positive commitment to and compliance with all relevant Equal Employment Opportunity legislation, covering all forms of workplace discrimination, harassment and bullying.
- Comply with Council's EEO policies and report breaches.