Information Pack

Assistant Librarian (Weekend)

Your application can be lodged online – City of Rockingham Jobs

Applications are open until a suitable pool of candidates is received. This means applications will close without notice, so if you are interested, please apply as soon as possible.

Selection criteria apply to this vacancy – refer to the advertisement

You will be required to respond to each criterion during the online application process. "Refer to Resume" is not accepted as a response; your application will be regarded as incomplete and will not proceed.

If you identify as a person with disability and require adjustments throughout the recruitment and selection process please contact the Recruitment Team via email at jobs@rockingham.wa.gov.au or phone 08 9528 0333. We're happy to discuss options to assist you e.g. we can provide alternate formats for application forms, or alternate methods of applying.

Employment Conditions

Location	Mary Davies Library and Community Centre, Baldivis Safety Bay Library, Safety Bay
Agreement	City of Rockingham Industrial Agreement 2024, or its successor
Gross Salary	$86,797 per annum (pro-rata), plus superannuation
Tenure	Permanent, Part-Time
Hours of Work	7 hours per fortnight Safety Bay (Saturday): 8.45am – 12.15pm Mary Davies (Sunday): 12:45pm – 4:15pm
Superannuation	12% with the option to co-contribute up to 5%
Annual Leave	Four weeks per annum (pro-rata)
Sick Leave	76 hours per annum, accrued on a monthly basis (pro-rata)
Long Service Leave	13 weeks (pro-rata) of long service leave after 10 years of continuous local government service, transferable between all Local Government Authorities in Western Australia
Probationary Period	Three months; may be extended to six months
Integrity assessments that form part of our recruitment process	If your application progresses beyond interview you will be required to: • Provide referee details so we can conduct reference checks; at least one referee must be a current or immediate past supervisor or manager. We do not contact your referees until you give us consent to do so. • Obtain a National Police Check – this is an online process and you will be contacted by our provider. The cost of the check is paid by the City. A prior conviction is not an automatic barrier to employment with the City. The Human Resource Development team and Director will assess each case on merit and give approval for the recruitment process to continue, or not. • Participate in a medical assessment (including a drug and alcohol screen); the cost of this will be met by the City.

Position Description

Title: Assistant Librarian (Weekends)

Tenure: Permanent, Part Time

Division: Community Development

Level: 4 Industrial Agreement General Classification

RESPECT – our Values Statements

Recognition – We encourage positive feedback, recognising and celebrating each other's contribution and achievements, no matter how small

Ethics – We know the difference between right and wrong, and recognise the importance of honesty and ethical behaviour

Service – We always aim to deliver excellent service to our customers, stakeholders and fellow staff

Professional Development – We commit to learning and training activities that assist our personal and professional development, and create pathways for promotion within the organisation

Empowerment – We make considered and informed decisions supported by training, encouragement and being able to learn from our experiences

Communication – We expect to be kept informed about important issues and we commit to always listening, asking questions and sharing information

Teamwork – We work together both within and across teams, help out whenever we can, and understand that it's not just about 'our team'

Position Objective

- Effectively assist in the weekend management of the Library within the policies and programmes of Council, the State Library of Western Australia the Department of Education and Training and (for the Warnbro Community Library only)

Organisational Relationships

Reporting to: Branch Librarian / Coordinator

Responsible for: Library Assistants

Membership of: Community Development

Liaison with: Managers, City of Rockingham teams, residents and Library customers and clients

Organisational Chart

- Manager Library Services
  - Coordinator or Branch Librarian
    - **Assistant Librarian or Assistant Librarian (Weekends)**
      - Library Assistant and/or Library Assistant (Weekends)

Key Responsibilities

Collection Development and Management

- Assess and maintain fiction and non-fiction collections in a diverse range of materials and formats
- Select and purchase items from within the allocated Council budget
- Monitoring user requests and selecting stock accordingly
- Liaising with other professional staff (Branch Librarian, Community Librarian, YPS Librarian, Teacher Librarians) to provide relevant library services
- Deselecting unsuitable, irrelevant or obsolete materials from the collection
- Conducting passive stocktakes to identify missing, lost or stolen materials

Cataloguing Management and Support

- Cataloguing locally purchased stock
- Supervising the maintenance of serial records

Information and Technology Support

- Provide library management system administration and advice to staff
- Provide technical support relating to the selection and purchase of hardware and software
- Troubleshoot library management systems and networks, where possible in consultation with the City's ICT department

Other

- Supervise the Library Assistants to ensure timely delivery of services
- Provide advice on Copyright legislation as relevant to library operations and customer demands
- Deputise for the Branch Librarian if required

Customer Service - Library

- Provide a professional reference service to customers and reference support to library staff
- Work on the service desk as rostered and shelve returned materials
- Provide training for library customers in the use of IT resources available in the library
- Instruct and assist users in the use of the library and library resources
- Assist in the development of library programs for adults and seniors within the constraints of the weekend role
- Organise Adult Services including guest speakers and IT training within the constraints of the weekend role
- Promote eBooks and other online resources

Customer Service – General

- Foster, advocate and implement the City's Customer Service Commitment
- Through the delivery of outstanding service, establish a reputation of customer service excellence throughout the organisation

Corporate Compliance

- Maintain safe and compliant work practices in accordance with the City's Code of Conduct, Work Health and Safety (WHS) legislation, Risk Management, Procurement and Recordkeeping Frameworks and all other relevant Council policies, standards and procedures
- Follow all standard/safe operating procedures for the work area, in a manner that is consistent with the WHS Roles and Responsibilities Framework

General

- Foster, advocate and implement the City's RESPECT Values Statements
- Perform other duties as directed when appropriate to the scope and level of this position

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Requirements of the Job

Skills and Knowledge

Essential

- Proven customer service skills
- High level of time management and organisational skills
- High level of written and verbal communication skills
- Ability to anticipate and solve problems
- High level of interpersonal skills
- Ability to work without supervision
- Team leadership and ability to motivate staff
- Ability to relate to young people
- Thorough knowledge of Library procedures, practices and systems
- Detailed knowledge of information resources within and outside the Public Library network
- Sound knowledge of local community and its information resources
- Extensive knowledge of automated library systems
- Working knowledge of Workplace Health and Safety legislation and policies
- Working knowledge of Copyright legislation

Experience

Essential

- Previous supervisory experience in a public library environment
- Experience in planning and implementing community programs and events

Qualifications, Certifications and Licences

Essential

- Relevant degree appropriate for eligibility for professional membership of the Australian Library and Information Association

Functional Requirements of the Job

LEGEND (averaged across an 8-hour shift)	
R = Rare (1.5% of shift)	1 – 24 min
O -= Occasional (6-33% of shift)	25 min – 2 hr 38 min
F = Frequent (34-66% of shift)	2 hr 39 min –5 hr 15 min
C = Constant (67-100% of shift)	5 hr 16 min - 8 hr
Rep = Repetitive	Task is performed numerous times using the same body movements
S = Sustained	Actions or postures which are held for a prolonged period of time (> 60 seconds)

POSTURAL TOLERANCES	TASK FREQUENCY					
	R	**O**	**F**	**C**	**Rep**	**Sus**
Standing		X				X
Walking			X			
Sitting			X			X
Lying	X					
Forward bent posture		X				
Forward reach				X	X	
Overhead reach	X					
Squatting / kneeling		X				
Static neck postures			X			X
Dynamic neck movement			X			
Crawling	X					
Stair climbing		X				
Ladder climbing	X					
Other climbing	X					
Trunk twisting / lateral flexion		X				
Hand function (grip and dexterity)				X		
Foot movement		X				

WEIGHTED TOLERANCES	TASK FREQUENCY					
	R	O	F	C	Rep	Sus
Floor to Waist Lifting		Up to 12kg				
Waist to Shoulder Lifting	Up to 2kg					
Overhead Lifting	Up to 2kg					
Carrying	X					
Pushing	Up to 50kg	Up to 15kg				
Pulling	Up to 50kg	Up to 15kg				

ENVIRONMENT	EXPOSURE FREQUENCY					
	R	O	F	C	Rep	Sus
Inhalable Dust	X					
High Noise Levels	X					
Vibration exposure – hand/arm	n/a					
Vibration exposure – whole body	n/a					

PPE (PERSONAL PROTECTIVE EQUIPMENT) REQUIREMENTS
Employee is required to wear closed in shoes (own cost)

Scope of Position

The Assistant Librarian (Weekends):

- Works under general direction
- Prioritises own work to ensure all tasks are performed within a satisfactory timeframe
- Exercises initiative and/or judgment within clearly established procedures and guidelines

Authorised Officers

This role is listed as an authorised person appointed by the Local Government and/or the Chief Executive Officer of the City of Rockingham. Authorised persons are appointed to exercise decision-making powers for specific legislation.

There may be limits on the authorisation. Some legislation may require the authorised person to have an authorisation certificate. The authorisation certificate(s) must be in possession of the officer when exercising powers as an authorised person.

Certification

Approved by	Manager Library Services	Date reviewed	November 2026

Submitting Your Application

The following information will assist you in preparing your application. All applications are reviewed by a selection panel which determines the candidates who are the strongest overall match to the requirements of the position. The selection panel will base its decision on the information you provide.

Canvassing of elected members will eliminate you from the recruitment process.

Curriculum Vitae or Resume **(Required)**	This summarises your work history and should start with the most recent or current position. You should include employment dates (months), details of duties, and highlight your achievements in each job. You should also include your qualifications and training achievements. Be sure to include any study you are currently undertaking and membership of professional bodies. It is also beneficial to outline any activities you have undertaken outside of work that are relevant to your application.
Selection Criteria (Required)	The selection criteria relevant to this role are specified in the advertisement and you must address these as part of your application. **If you do not address the selection criteria, your application will be regarded as incomplete and it will not proceed.**
Covering Letter (Optional)	You may wish to summarise your application and emphasise your strengths and achievements that are relevant to the role.
Referees	Referees should be contacted for approval before listing them in your curriculum vitae. It is preferable that at least one referee be a current or recent supervisor/manager. Provide names, work addresses and contact telephone numbers of referees. Only referees who are able to comment on your work experience (preferably against the Requirements of the Job) should be included.
Qualifications, Certificates, References, etc.	Please do not send original documents. You may attach photocopies of relevant qualifications, certificates, references, etc. to your application. If you are the successful candidate, we will need to sight original qualifications and/or verify conferral of the qualification. Some positions require you to have a current Working With Children Check; this will be stated in the **Requirements of the Job** section of the position description. You must pay for the Check, and the City will not reimburse costs.
If you have any queries	Please contact a member of the Human Resource Development Team. jobs@rockingham.wa.gov.au or by calling 08 9528 0333.