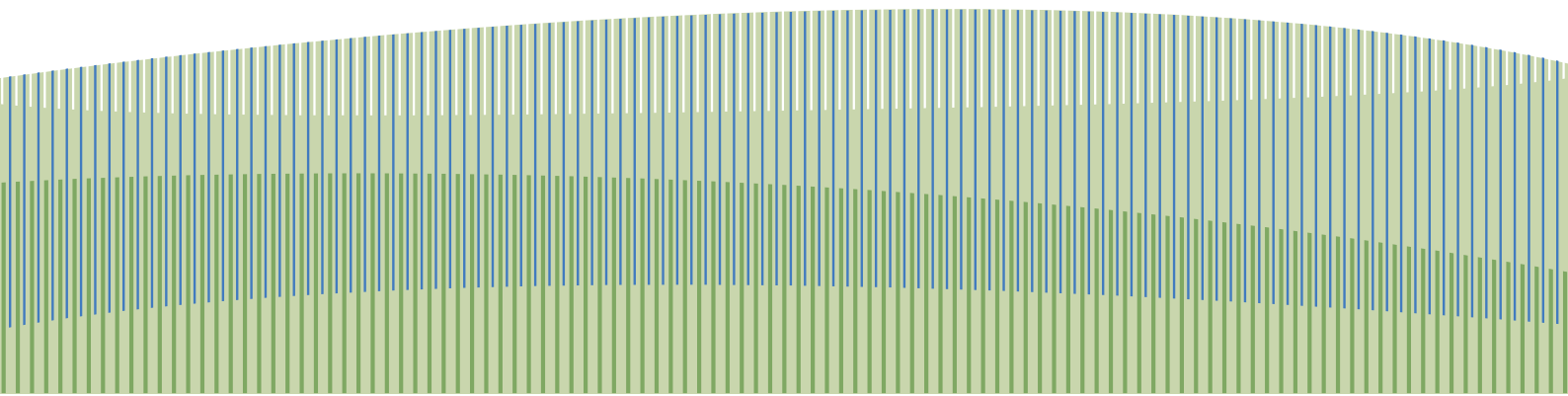




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Position Description

Library Officer

Directorate: Place and Community Development
Tenure: Part-time
Level: 3



Values

Shire of Murray staff are expected to embrace the following values, which underpin positive culture and guide strategic and operational decisions.

Our Values are REAL

Respect -

For our community - Adopt and maintain a customer focus, serve the community with pride and passion, ensure decisions taken help businesses to thrive, protect our environment and improve quality of life.

For our councillors - Take pride in serving councillors as the elected representatives of our community; ensure that a sound understanding of the community guides advice to Council.

For our colleagues - Approach problems with a *we over me* mentality, collaborate and support each other to achieve organisational goals.

Excellence -

Be outcomes-focused and innovate, ensure continual learning and growth, build strong relationships, adopt a can-do attitude, be proactive, participatory and inclusive, listen to understand and empower, close the loop.

Accountable -

Care about your work, take pride in what you do, own your mistakes and let your learnings guide you to achieve better results and grow, be open and transparent.

Leadership -

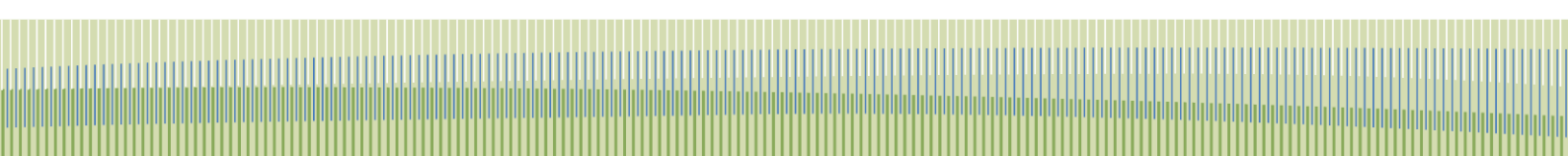
Be a steward of our community, your team and the organisation, create a positive working environment, take initiative, encourage continual improvement, be agile and adaptive.

Position Objectives

- To provide a professional, efficient and friendly service to library patrons and community.
- To be an active member of the library team with a positive approach to change.

Key Duties/Responsibilities

Library Services

- Provide a professional, efficient, discreet, courteous and friendly service to library patrons and community, always maintaining a strong customer service focus.
 - Plan and present promotional events and activities, with assistance as required.
 - Deliver quality customer service at the circulation desk, including issues, returns, new memberships, shelving and receiving money.
 - Respond effectively to general enquiries.
 - Undertake administrative tasks in an accurate and timely manner, following procedures to support all the services provided by the library.
- 

Key Duties/Responsibilities

Library Services

- Ensure all records are maintained in compliance with policy, procedures and standards.
 - Manage own work with limited supervision, liaising with other staff and referring issues to a supervisor when appropriate.
 - Ability to utilise Library systems within the workplace, and adapt to system changes in a positive and proactive manner.
 - Assist patrons in the use of library and information systems and services.
 - Assist in the training of new staff as directed.
 - Perform other duties as required and directed within the scope of the position.
-

Position competencies

Skills

- Sound interpersonal skills, with the ability to liaise with various agencies and work in a team environment.
- Sound internal and external customer service skills.
- Well-developed verbal and written communication skills.
- Sound time management and organisational skills.
- Positively engage with groups in a confident manner.
- Skilled in the use of IT equipment including mobile devices (e.g. tablets).
- Ability to use initiative and accept accountability for own actions.

Knowledge

- Knowledge of administrative and office procedures.
- Knowledge of Library procedures and practices (desirable).
- Familiar with social media platforms.
- Good working knowledge of Microsoft Office suite.

Experience and Qualifications

- Western Australian Certificate of Education (Year 12) or equivalent.
 - Demonstrated experience in customer service roles.
 - Previous administration experience (desirable).
 - Previous experience as a Library Officer (desirable).
 - Current Western Australian drivers licence.
 - Working with Children Check documentation will be required to support eligibility for this position.
-

Organisational Relationships

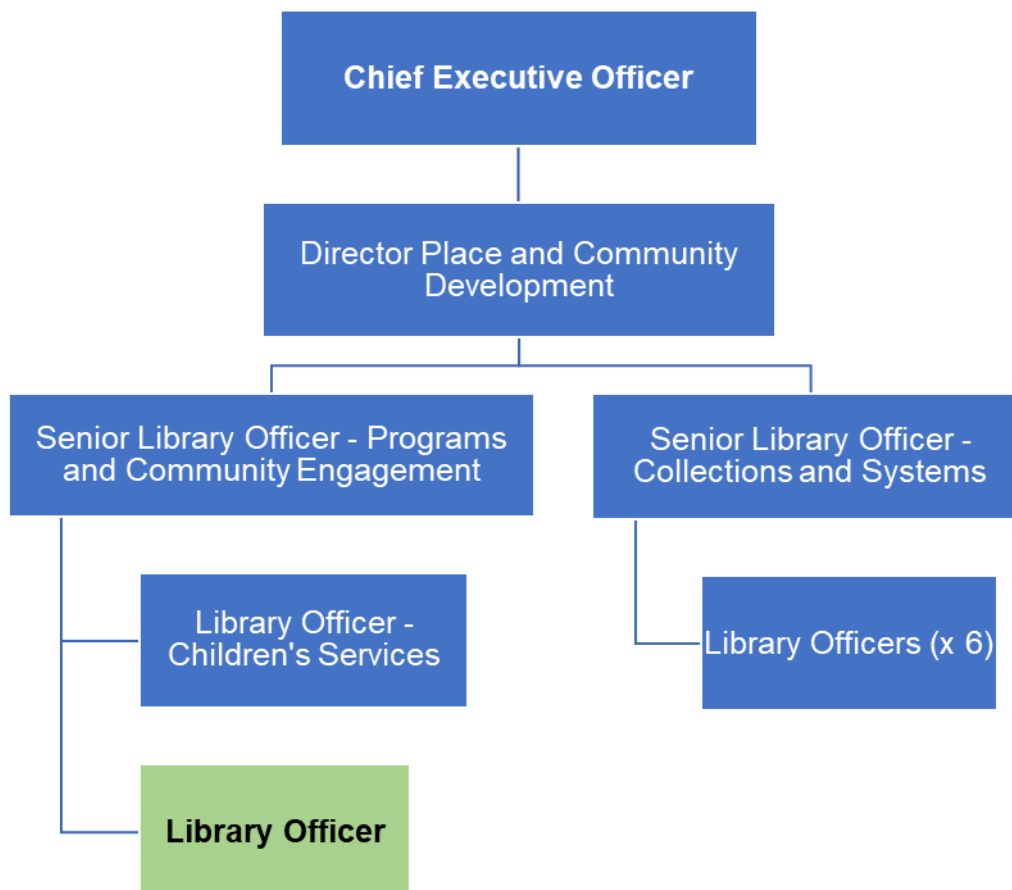
Reporting to: Senior Library Officer - Programs and Community Engagement

Supervision of: Not applicable

Member of: Library Services

Liaison with: Library Staff, Shire Administration and Executive staff, Councillors, Library patrons, community, government departments, library and information services providers.

Organisation Chart



Work Related Requirements

Essential

- Western Australian Certificate of Education (Year 12) or equivalent
- Demonstrated experience in a library position or within an office administration and/or customer service environment.
- Excellent customer service skills.
- Well developed written and verbal communication skills.
- Well developed time management and organisational skills.
- Demonstrated ability to work as part of a team.
- Demonstrated flexibility and contribution to implementing change initiatives.
- Proficient in the use of Microsoft Office suite , and mobile devices.
- Hold a current drivers licence.
- Working with Children Check documentation will be required to support eligibility for this position.

Desirable

- Previous experience as a Library Officer.
- 

Employment Conditions - Library Officer

| | | |
|-----------------------------------|--|---|
| Salary: | An EBA Level 3 salary range between \$55,454.07 to \$58,187.07 per annum pro-rata will be offered, dependent upon skills, knowledge and experience. | |
| Agreement: | Shire of Murray (Administration Staff) Enterprise Bargaining Agreement 2020. | |
| Hours: | This is a part-time position working 42 hours per fortnight. | |
| Employment Medical: | Short-listed applicants may be requested to undertake a pre-employment medical, paid for by the Shire. Any offer of employment will be conditional upon the applicant being assessed as fit for the proposed employment. | |
| National Police Clearance: | Provision of a National Police Clearance not more than three months old will be required prior to commencement in this position. | |
| Supporting Documents: | Originals of supporting documents must be made available on request (e.g. Working with Children Check, Motor Vehicle Licence/s and Tertiary Qualifications where applicable). | |
| Probationary Period: | A standard probationary period of three (3) months applies to all new appointments within the Shire. The probation period may be extended if necessary. | |
| Superannuation: | As per the current Superannuation Guarantee, plus additional superannuation based on personal contributions and as per the current Enterprise Bargaining Agreement. | |
| Annual Leave | 4 weeks annual leave per year plus leave loading. | |
| Long Service Leave: | 13 weeks of long service leave after 10 years of continuous Local Government service, transferable between all Local Government Authorities in Western Australia. | |
| Sick Leave: | 10 days per year. | |
| Eligibility Requirements: | All applicants must be eligible to work in Australia. | |
| Benefits: | <ul style="list-style-type: none"> • Free Gym membership • Study assistance | <ul style="list-style-type: none"> • Health and Wellbeing program • Service recognition program |
| Closing Date: | 4pm Thursday 1 October, 2020 In the interests of fairness and equity, late applications will not be accepted unless an agreement was made with Human Resources prior to the closing date. | |

How to apply

These guidelines have been developed to assist you in preparing your application. Candidates who meet the criteria in the “Work Related Requirements” and who, from their applications appear competitive, will be interviewed. This decision will be based on information that you provide in your application which is relevant to the position.

Your application will include the following documentation:

| | |
|-------------------------------------|---|
| Cover Letter: | Prepare a cover letter outlining your expression of interest and suitability for the role. |
| Resume and References: | An up-to-date resume listing your experience and qualifications. Please also include at least two work related references that may be contacted in support of your application. |
| Work Related Requirements: | <p>The best way to address the Work Related Requirements (page 3) is by including them on a separate page in addition to your cover letter and resume.</p> <p>You should list each criteria and then clearly explain under each one how you meet it. Describe your skills, knowledge and experience and explain how they could be used in the position you are applying for.</p> <p>Remember that you may be competing with many other applicants for this position. It is up to you to demonstrate to the panel that you understand the requirements of the position and that you have the necessary knowledge, experience and qualifications to successfully perform the duties of the position.</p> |
| Submitting your application: | Submit your application to careers@murray.wa.gov.au . If you are unable to access email, applications will be accepted via post addressed to - Chief Executive Officer, PO Box 21, Pinjarra WA 6208. |
| Contact: | If you require more information, please contact Human Resources on (08) 9531 7721. |