

Position Description

Position Title:	Library Clerk- Part-time
Classification:	Level 3 Library Officer Award
Agreement:	The Shire of Broome Inside Staff Enterprise Agreement
Department:	Corporate Services
Location:	Library
Date reviewed:	March 2022
Approved by:	Manager Community Facilities

Commitment to the Shire

Our Vision for the Shire of Broome

A future, for everyone.

Our Aspirations

To achieve our vision, we have four supporting aspirations. Our aspirations align with our core pillars – people, place, prosperity and performance. These pillars are interrelated, and each must be satisfied to deliver excellent quality of life in Broome.

<i>People</i>	We will continue to enjoy Broome-time, our special way of life. It's laid-back but bursting with energy, inclusive, safe and healthy, for everyone.
<i>Place</i>	We will grow and develop responsibly, caring for our natural, cultural and built heritage, for everyone.
<i>Prosperity</i>	Together, we will build a strong, diversified and growing economy with work opportunities, for everyone.
<i>Performance</i>	We will deliver excellent governance, service and value, for everyone.

Our Values

We live by Broome's PEARLS. These are the values and behaviours that the Shire of Broome and the local community cares deeply about. We always strive to be:

<i>Proactive for Everyone</i>	Proactive, forward thinking, open-minded and innovative. for Everyone; inclusive and welcoming of all people.
<i>Accountable</i>	Accountable, transparent and ethical.
<i>Respectful</i>	Respectful of everyone and everything.
<i>Listening</i>	Listening to people's needs and ideas; community focused.
<i>Sustainable</i>	Sustainable, aiming to meet present needs without compromising the ability for future generations to meet their needs.

Position Purposes and Objectives

To assist the Library Services Management team in the daily operations of the Shire's library.

Position Key Responsibilities and Duties

Library Services - General

- Enrol new members and ascertain adequate identification of prospective borrowers, input data to create borrower records, maintenance of borrower database.
- Assists members with their enquires either in person, by telephone, or email including bibliographic searches on the Library database and through internet searching
- Issue, return and reserve library materials via the computer library management system
- Shelve library material, maintain shelf order and maintain the Library's physical appearance
- Assist clientele with basic computer and internet usage, including accessing e-resources and databases from personal devices.
- Assist with running programs and events
- Financial transactions including cash handling
- Other duties as required

Responsible areas

Library clerks are allocated responsibility for specific tasks on an annual rotation

Accounts/Inter-library loans Follow up on non-returned items. Using the online VDX module locate, obtain reserve and return reserved materials from other libraries for Broome library members. Assist with the delivery of programs.

Periodicals and processing Accessioning new periodicals and processing the incoming exchange, repair and or discard stock. Assist with the delivery of programs.

Displays and promotions Rostering, online and in-house promotion of events, school holiday program coordination. Assist with the delivery of programs.

Organisational Responsibilities

Human Resource Management

- When required, relieve positions within the department during periods of absence.
- Work to foster a cooperative and harmonious team environment through effective communication and relationship building skills.
- Undertake other activities including undergoing training and development as required for execution of the role.
- Ensure Annual Performance Review is completed on time and within the bounds of the Shire Performance Review Policy.

Occupational Health & Safety

- Comply with all statutory obligations, including the Local Government, Equal Employment Opportunity (EEO), Organisational Risk Management and current OSH Acts, regulations and code of practice.

- Demonstrate safety leadership as a priority and seek guidance for all new or modified work practices
- Not wilfully place at risk the health or safety of any person in the workplace.
- Ensure safety is an agenda item at meetings
- Attendance at OSH Committee if requested.
- Complete safety observation's and ensure that any hazardous conditions, near misses and injuries are reported immediately and closed out in a timely manner
- Participate in incident investigations

Compliance

- Ensure compliance with relevant legislation, policies and procedures.
- Ensure all documentation is appropriately recorded and stored.
- Ensure compliance with software licence requirements.
- Ensure compliance with the *State Records Act 2000* by ensuring corporate documents are recorded in the Shire's Record Management System.
- Carry out duties in accordance with the Shire's Code of Conduct, relevant legislation, policies, procedures and guidelines.

Organisational:

- Contributes to the achievements of the Directorate generally.
- Participate and contribute to Technical Advisory Groups and other Shire committees.
- To undertake other special projects within skill base and qualifications when required.

Organisational Relationship/Context

Reports to:	Library Coordinator
Supervises:	N/A
Internal Contacts:	Chief Executive Officer Manager Community Facilities Director Corporate Services All staff as required
External Contacts:	Councillors Ratepayers Members of the public Government Agencies Other Local Governments State Library of Western Australia Business and professional groups Contractors and Suppliers Authors
Performance Review:	Probation period – first three months of employment Performance Appraisal conducted annually

Key Selection Criteria

Essential:

- Current unrestricted “C” class national drivers licence
- Developed customer service skills
- Developed computing skills
- Ability to manage competing priorities in a busy environment
- The ability to work non-office hours

Qualifications and/or Training:

- Police Clearance:
 - To be valid within last three months – It is a requirement of this position for an applicant to provide a National Police Certificate. This certificate remains the property of the applicant; however, a notation of sighting the original certificate will be kept on the employee’s personal file.
 - Western Australian Applicants are to provide a National Police Certificate via WA Police. Interstate applicants are required to provide a Federal Police Certificate via the Australian Federal Police.
 - Current Working with Children Card

Desirable:

- Previous experience with an automated library system
- Well developed literacy skills to support patrons
- Knowledge of SLWA, the State Library of West Australian Library Services and systems
- Developing research and analytical skills to search for resources and assist in problem solving
- Developing knowledge of program development in a library setting