

# Position Description

<b>Position Title:</b>	Library Clerk- Part-time
<b>Classification:</b>	Level 3 Library Officer Award
<b>Agreement:</b>	The Shire of Broome Inside Staff Enterprise Agreement
<b>Department:</b>	Corporate Services
<b>Location:</b>	Library
<b>Date reviewed:</b>	June 2021
<b>Approved by:</b>	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**

<b>Reports to:</b>	Library Coordinator
<b>Supervises:</b>	N/A
<b>Internal Contacts:</b>	Chief Executive Officer Manager Community Facilities Director Corporate Services All staff as required
<b>External Contacts:</b>	Councillors Ratepayers Members of the public Government Agencies Other Local Governments State Library of Western Australia Business and professional groups Contractors and Suppliers Authors
<b>Performance Review:</b>	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