

Library Clerk

Classification:	Level 3.1
Agreement:	The Shire of Broome Inside Staff Enterprise Agreement
Department:	Community Facilities
Directorate:	Corporate Services
Location:	Library
Date reviewed:	March 2025
Approved by:	Director Corporate Services

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</i>	Proactive, forward thinking, open-minded and innovative.
<i>for Everyone</i>	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

We are seeking an outgoing, friendly and organised person who likes working with people, particularly children, to join our team at the Broome Public Library. This person needs an eye for detail, and dedication to careful work.

This role is responsible for providing excellent customer service, along with assisting in the provision of all aspects of the operation of a vibrant library facility, including the provision of programs, general library tasks and administrative duties.

Our ideal candidate will be highly motivated with excellent communication skills, previous customer service experience, & confidence and broad experience with using a range of technology and digital media.

Experience working in a library will be highly regarded, however is not essential. Similarly, library related qualifications will also be an advantage.

Position Key Responsibilities and Duties

Library Services – General

Ensure effective, timely, cost effective and high-quality library services for the Shire, which includes, among other things:

- Enrol new members and ascertain adequate identification of prospective borrowers, input data to create borrower records, maintenance of borrower database, processing overdue notifications via phone, email and SMS.
- 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 library management system
- Assist in maintaining library facilities to a high standard - 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.
- Prepare, promote and deliver allocated programs and events in the library and as outreach.
- Financial transactions including cash handling and EFTPOS
- Create and maintain displays, public noticeboards and community information resources.
- Undertake all required library administration and maintenance of relevant records, as allocated by the Library Coordinator. This may include inter-library loans, preparation of items for loan, stationary orders etc.

Various ad hoc duties to support and assist the wider team as required. Implement and deliver on all priorities as determined and directed by the library coordinator.

Organisational Responsibilities

Human Resource Management

- When required relieve positions within the department during periods of absences.
- Work to foster a cooperative and harmonious team environment through effective communication and relationship building skills.

- Ensure Annual Performance Review is completed on time and within the bounds of the Shire Performance Review Policy.

Work Health & Safety

- Comply with all statutory obligations, including the Local Government, Equal Employment Opportunity (EEO), Organisational Risk Management and current WHS Acts, regulations and code of practice
- Demonstrate safety leadership as a priority and seek guidance for all new or modified work practices
- Not willfully place at risk the health or safety of any person in the workplace
- Ensure safety is an agenda item at meetings
- Attendance at WHS 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.
- To undertake special projects within skill base and qualifications when required.

Organisational Relationship/Context

Reports to:	Library Coordinator
Supervises:	N/A
Internal Contacts:	Chief Executive Officer Director Corporate Services Manager Community Facilities 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/digital skills
- Well-developed communication skills (written, verbal and interpersonal).
- Ability to manage competing priorities in a busy environment
- The ability to work non-office hours

Desirable:

- Previous experience with an automated library system
- 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

Please note: it is a requirement of all Shire roles that the successful applicant is able to provide a National Police Clearance valid within three months, as well as submit to a drug and alcohol test as part of pre-employment screening.