

Position Description

Position Title	Library Assistant (Jindabyne)
Department	Community Services
Reports to	Coordinator Library Services
Grade	4
Date reviewed	October 2020

Primary Purpose

The Library Assistant (Jindabyne) will ensure that the Jindabyne Library provides an efficient service on a day to day basis, whilst maintaining the collections, building and other resources.




The incumbent will contribute to Council's vision as "A Trusted Community Partner", promote the values which support this: Solutionary, Together, Accountable, Innovative, Caring, and use these to guide decisions, actions and conduct.

Key Accountabilities

- Maintain the day to day operations of the Jindabyne Library
- Provide high quality customer service through face to face contact, via telephone or email ensuring that Council policy and/or procedures are followed
- Maintain condition and currency of all Branch collections
- Actively promote and publicise Library services and resources
- Develop and implement programmes, activities and events tailored to the needs of all age groups within the community
- Develop partnerships with other community groups and organisations to develop programmes and events
- Promote information sharing and knowledge transfer to drive evidence-based decision-making, enhance capability and optimise capacity
- Contribute to the performance of Council: demonstrate professional conduct, make the best use of knowledge, experience and skills and be accountable for own decisions and actions
- Contribute to a safe workplace: comply with legislative and organisational requirements and be accountable for own decisions and actions

The employee is required to undertake any other duties, projects or tasks as directed by the Coordinator Library Services, which are within his/her skills, competence and training.

Position Capabilities

Capability Group	Capability Description	Level
 Personal Attributes	Be accountable for investing in own growth, acting with integrity and displaying resilience.	Intermediate
 Relationships	Be respectful, inclusive and collaborative in engaging with others to address issues and deliver for the community.	Foundational
 Results	Be planned and responsive to organisational priorities and develop pragmatic solutions to deliver quality outcomes.	Foundational
 Resources	Be efficient, effective and compliant in the management and use of assets, finance and contracts.	Foundational
 Workforce Leadership	Be accountable for providing direction, developing capability and leading effective approaches to meet organisational priorities now and into the future.	N/A

Essential Criteria

1. High level of competency in data entry and use of the Microsoft Office Suite,
2. Ability and ongoing commitment to provide high level customer service,
3. Well-developed communication and interpersonal skills ensuring quality assistance to internal and external customers,
4. Demonstrated ability to work as a member of a team; and
5. Current Class C drivers licence.

Desirable Criteria

1. Experience working in a public library
2. Tertiary qualification in Information or Library Studies

The position description should be read, and applied, in conjunction with other corporate documentation that guides decision-making, actions and conduct, including but not limited to, the contract of employment, Code of Conduct, delegations of authority, legislation, regulation, policy, procedure, process, standards and plans.

I have read and understand the above requirements and accountabilities of this position.

Name (please print)

Signature

Date