



# KATHERINE TOWN COUNCIL

## POSITION DESCRIPTION

**TITLE: JUNIOR LIBRARY ASSISTANT (PART TIME)**

**CLASSIFICATION: LEVEL 1**

**DEPARTMENT: CORPORATE & COMMUNITY SERVICES**

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### 1. PURPOSE

The Junior Library Assistant is responsible to the Library Manager for the provision of consistent, high quality customer service in all aspects of the Library's services.

The Junior Library Assistant maintains the Library collections through shelving, sorting and shelf reading and provides clerical support to the Library's administrative and development activities.

### 2. KEY RESPONSIBILITIES

- Provide a high level of customer service through serving at Library circulation and reference desks as rostered (note: does include weekends).
- Operate the OCLC circulation system.
- Maintain order of Library collections through shelving, sorting, and shelf reading.
- Participate in staff development activities including internal and external training.
- Assist in the implementation of the Katherine Town Council Local Counter Disaster Sub-Plan in the event of a disaster.
- Any other duties as directed by the Library Manager.

### 3. ORGANISATIONAL RELATIONSHIPS

- Reports to the Library Manager.
- Works as part of the Community Services Department.

### 4. AUTHORITY AND ACCOUNTABILITY

- The position is directly account to the Library Manager and is required to assist in the day to day running of the Katherine Public Library.

## **5. REQUIREMENTS OF THE POSITION (Selection Criteria)**

### **a. Skills**

- Good interpersonal skills with the ability to relate to a wide variety of client groups.
- Ability to file and manipulate alphabetical and numerical systems accurately.
- Ability to work co-operatively as a member of a team.
- Ability to work alone, although assistance readily available.
- Ability to adapt and adjust to new working environments and procedures.
- Average keyboard skills.
- Good literacy and numeracy skills.

### **b. Knowledge**

- Willingness to understand and comply with Katherine Public Library and Katherine Town Council policies and procedures.
- Basic knowledge of the principles of and commitment to customer service and libraries.
- Basic knowledge of word processing packages.

### **c. Qualifications / Experience**

- Desirable qualification up to Certificate I in Library and Information Services or Business/Administration.

### **d. Training**

- Willingness to undertake accredited training.

## **6. WORKPLACE HEALTH, SAFETY AND WELFARE**

Effective implementation of a workplace health and safety program requires the active involvement of all employees. They have an obligation to comply with statutory and organisational requirements, procedures and rules that are introduced to protect the health and safety of people at the workplace, including the general public.

Employees are responsible and accountable for:

- Complying with workplace procedures for risk identification, risk assessment and risk control.
- Participation in activities associated with the management of workplace health and safety.
- Identification and reporting of health and safety risks, accidents, incidents, injuries, property damage and mishaps at the workplace.

## **7. PERFORMANCE STANDARDS**

**The performance of the Junior Library Assistant (Part Time) will be measured by:**

- The extent to which the stated key responsibilities are achieved.
- The reputation held within the community for providing an effective service.
- Customer feedback.

**PREPARED BY: Community Services Executive Manager**

**DATE ISSUED: January 2017**

**SUPERVISOR: Library Manager**

**APPROVED BY: Chief Executive Officer**