

 <p>Temora Shire Council ABN: 55 048 860 109 105 Loftus Street PO Box 262 Temora NSW 2666 Phone: 02 6980 1100 Fax: 02 6980 1138 Email: temshire@temora.nsw.gov.au</p>	<p>Position Description Library Trainee DOC-BUS-HRPD-027</p>
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Please note that Position Descriptions are under constant review and may be changed, after consultation, to reflect organisational requirements at any time.

POSITION: Library Trainee

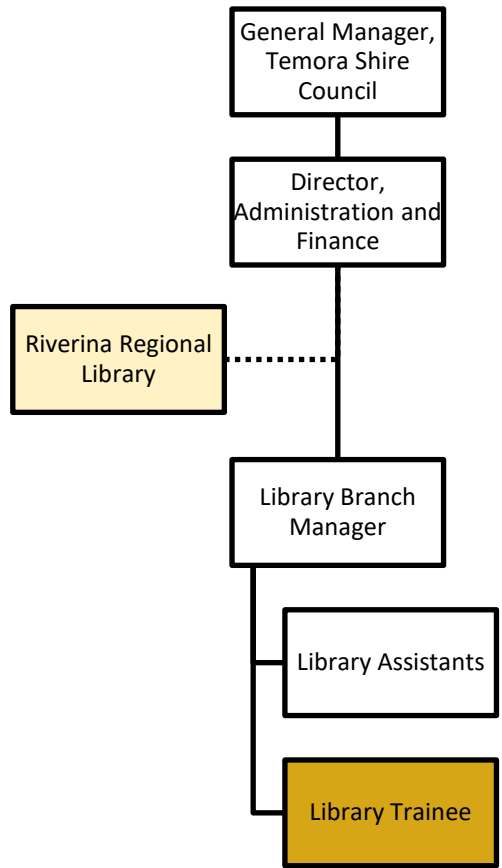
SECTION: Administration and Finance

**SUPERVISOR/
MANAGER:** Library Branch Manager

ENTRY LEVEL: Trainee

HOURS OF WORK: Full-time –70 hours per fortnight
(Part-time negotiable)

ORGANISATIONAL CHART



POSITION OBJECTIVES

Contribute to a customer focused team that supports library and information services to the Temora Shire community. Under supervision, assist with day to day activities within the Library.

ROLE RESPONSIBILITIES

Circulation procedures

- Set up library for day to day tasks/activities
- Operate Spydus Library Management System
- Provide membership and information services to customers
- Guide customers in self-check usage
- Collect fees and charges
- Register new patrons and maintain the circulation database records
- Provide support for inter-branch delivery service
- Monitor and process reservations/holds

Collection and facilities

- Assist in the maintenance of library collections, including shelving, shelf checking and tidying of the library
- Assist with collection management as directed
- Assist patrons in the use of equipment and public computer troubleshooting
- Collection, record management and display of newspapers/periodicals
- Process new and repair damaged library materials

Library Services and Programs

- Assist with setting up/running events and activities such as Storytime sessions, craft groups, housebound deliveries and after school activities
- Assist with the display of library resources and promotional material
- Assist with the supply and delivery of Inter Library Loans to patrons and TAFE students
- Any other duties as directed by Library Assistant/Library Manager

Compliance

- Undertake training requirements including specific training programs to comply with legislative, Riverina Regional Library and Council requirements
- Abide by requirements and expectations that apply to any kind of contact with children, young people and the elderly

CORPORATE ACCOUNTABILITIES

- All employees are bound by the requirements of the Local Government Act 1995 to act with integrity, and in a way that shows a proper concern for the public interest;
- Comply with Council's Code of Conduct, management directives and approved policies and procedures.
- Avoid participation in any activities that may represent a conflict of interest with Council transactions and your obligations.
- Comply with all requirements for capturing corporate information and understand that the Local Government is the owner of all Intellectual Property rights in all documents, materials or other things created or contributed to by the Employee (whether alone or with others) in the course of their employment.
- Exercise discretion and maintain confidentiality in dealing with sensitive and high-level issues.
- Deliver effective use of Shire resources within the level of accountability for this position.
- Ensure your own safety and health at work by undertaking your work duties in a safe and proficient manner. Exercise your duty of care by having thought and regard for others by ensuring that you avoid adversely affecting, the safety or health of any other individual through any of your acts or omissions at work as per Council's WHS policies and Work Health and Safety legislation.
- Provide an ongoing commitment to risk, emergency management and business continuity principles.
- Employees shall demonstrate a commitment to Equal Employment Opportunity Principles.
- Employees shall demonstrate Council Values within the workplace.

CORPORATE VALUES



WE WILL MAKE THE BEST DECISIONS WE CAN

- **Leadership and respect** - act decisively with knowledge and courage in the best interest of our community
- **Integrity and transparency** - act honestly and openly in all our dealings with a view to make ethical and equitable decisions



WE WILL ACT WITH THE COMMUNITY AS OUR PRIMARY CONSIDERATION

- **Community focus** - engage with our community to provide services that respond to community needs
- **Future custodianship** - always act with the consideration of the impact of our actions on future generations



WE WILL VALUE THE VIEWS AND INPUT OF OTHERS

- **Teamwork and cooperation** - work together with open communication to achieve a common goal by sharing knowledge and supporting each other
- **Effective partnerships** - treat everyone with respect by being inclusive, non-judgmental, and by valuing diversity



WE WILL MAXIMISE OUR OPPORTUNITIES

- **Innovation** - encourage creative thinking and innovation based on detail knowledge and accept that bold actions carry a degree of risk
- **Continuous improvement** - always strive to achieve our goals more efficiently through improvements in process or new technology

CAPABILITIES

The incumbent may be required to:

- Possess the physical ability to carry out shelving duties such as frequent bending, reaching/stretching, squatting and repetitive lifting.

ESSENTIAL CRITERIA

- Willing to undertake Certificate III in Library and Information Services
- Demonstrated commitment to customer service excellence
- Effective oral and written communication skills
- Ability to work well in a small team including the ability to follow directions
- Sound computer skills, particularly data entry, word processing and Internet skills with ability to assist patrons with technology queries

CONDITIONS OF EMPLOYMENT

- Working with Children Check
- National Police Check