



Victoria Daly
REGIONAL COUNCIL

Library Officer

OUR VISION

To strengthen our region through fostering
development, growth, and social wellbeing
"Moving Forward Together"

POSITION DESCRIPTION

REPORTS TO	Council Operations Manager	CLASSIFICATION & HOURS	Level 1 - Various
DIVISION	Council Operations	LOCATION	Community Based

JOB PURPOSE

To provide ready assistance to customers in the use of all Library resources.

DUTIES AND RESPONSIBILITIES

1. Opening and Closing of Library.
2. Providing reference information services to customers including on-line searches of available databases.
3. Assisting in resolving problems with customers as required.
4. Maintain consistent, defined standards for the provision of services to the public.
5. To plan, prepare and conduct library activities and programs for children, youth, and other community members.
6. Handling desk duties, processing loans (outstanding and returns) and enquiries, including Inter-Library Loan requests.
7. Centrelink Access point training and responsibilities.

EDUCATION REQUIREMENTS

1. Related Administrative/Librarian Technician qualifications (desirable)

EXPERIENCE & KNOWLEDGE REQUIREMENTS

1. Knowledge of issues affecting indigenous people in remote locations.
2. Proven administrative skills in an office environment and ability to manage a small budget.
3. Demonstrated cross-cultural communication skills.
4. Demonstrated organisational skills.
5. Ability to order office supplies and maintain office equipment.
6. Proven ability to work as part of a small team & individually.
7. Ability to utilise a range of computer programs.
8. Skilled in Library operations.
9. Sound knowledge of the principles of WH& Safety.

OTHER REQUIREMENTS

1. *Criminal History Check (recent within 3 months)*
2. *A current Working With Children's Card.*
3. *A current Drivers Licence.*

EMPLOYMENT CONDITIONS

The position holder's employment conditions are as set out in the holder's letter of employment offer and, in the Victoria Daly, Regional Council Enterprise Agreement 2023-2025.

ACKNOWLEDGEMENT

DIRECTOR: Matthew Chaminant

DATE APPROVED: 31/08/2023

CHIEF EXECUTIVE OFFICER: 

DATE APPROVED: 04/09/2023

