

POSITION DESCRIPTION

POSITION: Information Services & Resource Employees **STATUS:** Library Assistant
Casual

REPORTS TO: Library Manager **DATE:**

CLASSIFICATION: SO Level 3

EMPLOYEE NAME:

Purpose of Position:

Under limited supervision of Principal or nominee, provide support services which facilitate organisation and coordination of the library as a learning centre.

Key Characteristics

Skills:

- Demonstrate tolerance, maturity, patience and a capacity for self-organisation and the ability to respond and adapt whilst operating in an environment, which is often demanding and busy.
- Facilitate effective communication with staff, students, parents and visitors in a way that enhances the school image and contributes to the goals of Catholic Education.
- Demonstrate a capacity for tact and discretion and an ability to maintain confidentiality.
- Demonstrate discretion and judgement for self and others in planning selection of equipment, work organisation and services actions within a time constraint.
- Apply knowledge with depth in some areas and a broad range of skills.
- There is a wide variety of tasks and roles with complexity in a variety of contexts.
- Works within a variety of routines, methods and procedures.

Supervision:

- Work will be carried out under general supervision and may be checked for overall progress.
- Broad guidance will be provided.

Supervision of others:

- Limited responsibility for the work and organisation of others.

Qualifications:

- Tertiary qualifications at certificate level or equivalent knowledge or experience relevant to the position may be required.

Typical Duties:

Typical duties performed include, but are not limited to:

- Practice confidentiality in relation to all aspects of the role.
- Search and verify bibliographic data where some discretion and judgement is involved.
- Maintain circulation systems where discretion and judgement are involved.

- Respond to inquiries from staff, students, parents and the general public and address issues in accordance with routines, methods and procedures.

Specific Duties:

Specific Library Duties

- Perform all duties with respect and courtesy to students, staff, parents and visitors.
- Add local bibliographic information to OLIVER library system catalogue where directed by the Librarian.
- Perform circulation duties using OLIVER including maintaining borrower files, loans, returns and associated shelving, shelf-checking, etc.
- Assist patrons in general library inquiries using the full range of library resources available. Refer advanced inquiries to the Librarians.
- Assist in the physical maintenance of the library collections, including print, AV, digital and archive processes. Process and conduct repairs of library materials; weed collections in line with established procedures and under the guidance of the Librarians.
- Assist the Librarians in the creation and presentation of displays and library promotions.
- Monitor, maintain, organise and store newspapers and periodicals.
- Gather resources for class/bulk loans under the direction of the Librarians; maintain records of bulk loans, log returns and alert teachers to losses from bulk loans.
- Follow procedures to open and close the library (securing the library and facilities), and to maintain the order and neatness of the library.
- Assist with the maintenance of general equipment in the library, which may include cleaning and maintenance. Advising the Library Manager of parts or stock required. eg. Charging cameras, coffee machine cleaning, ID card consumables etc.
- Assist in the management of students in the library, which may involve implementing the behaviour management guidelines and the recording of student attendance at times.
- Collect mail and other deliveries.
- Assist with photocopying and photocopier supervision.
- Participate in end and beginning of year processing tasks, under supervision.
- Perform other duties from time to time as directed by the Library Manager.
- Assist the maintenance of the Archive collection under the guidance of the Library Manager.

I acknowledge that I have sighted and been provided a copy of this Position Description.

Employee Name (Please Print)

Signature

Date