

POSITION DESCRIPTION

POSITION: Library Assistant **STATUS:** TERM TIME – FULL TIME HOURS
REPORTS TO: The School Principal or Nominee **DATE:** 2017
CLASSIFICATION: SO Level 3 **SCHOOL/COLLEGE:** EMMAUS COLLEGE

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
Apply knowledge with depth in some areas & a broad range of skills
Some discretion and judgement are involved in selection of equipment, work organisation, services, actions and achieving outcomes within time constraints
There is a range of roles and tasks in a variety of contexts
There is some complexity in the extent and choice of actions required
Work within routines, methods and procedures

Supervision: Work will be carried out under limited supervision and may be checked in relation to overall progress
Broad guidance will be provided
May involve a level of autonomy when working in teams

Supervision of Others:

Peer assistance may be provided to others
An employee may have limited responsibility for the guidance of the work of others
Team coordination may be required

Qualifications: Tertiary qualifications at Certificate level or equivalent knowledge, qualifications and experience relevant to the position may be required

Typical Duties:

Typical duties performed include, but are not limited to:

- Practise confidentiality in relation to all aspects of the role
- Search and verify bibliographical data where some discretion and judgement are involved
- Copy catalogue books, magazines, journals and recorded material where some discretion and judgement are involved
- Maintain circulation systems where some discretion and judgement are involved
- Respond to enquiries from staff, students, parents and the general public and address issues in accordance with routines, methods and procedures
- Assist in the demonstration of complex audio visual or computer equipment under supervision of academic staff member(s) where some discretion and judgement are involved

Specific Duties:

- *Perform all duties with respect and courtesy to students, staff, parents and visitors.*
- *Copy catalogue, accession and verify data of new items using SCIS and other sources.*
- *Perform circulation duties including maintaining borrower files, loans, returns, shelving, shelf-checking, etc.*
- *Assist staff and students in the use of AV equipment.*
- *Answer reference, research and recreation enquiries from students, staff and other members of the school community, using the full range of library resources.*
- *Maintain library collections: process and conduct repairs of library materials; weed collections in line with established procedures.*
- *Follow procedures to open and close the library (securing the library and facilities), and to maintain the order and neatness of the library.*
- *Maintain and monitor bookings of facilities and equipment using established systems and procedures, with some discretion and judgement where required.*
- *Assist in the management of students in the library, under limited supervision.*
- *Maintain records of study students' attendance.*
- *Process mail and other deliveries.*
- *Assist with photocopying & photocopier supervision.*
- *Monitor, maintain, organize and store newspapers and periodicals.*
- *Print, check and distribute overdue notices and maintain overdue correspondence file, in accordance with established procedures with some discretion and judgement where required.*
- *Receipt moneys for lost and destroyed books under limited supervision.*
- *Collect resources for particular purposes as directed by the library manager.*
- *Gather resources for class/bulk loans under direction; maintain records of bulk loans, log returns and alert teachers to losses.*
- *Participate in end and beginning of year processing tasks, under supervision.*
- *Perform other duties from time to time as directed by the library manager.*

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

Employee Name (Please Print)

Signature

Date