

Position Description

Shepparton Library Junior Shelver

POSITION NUMBER: OPS 0027
POSITION TITLE: Shepparton Library Junior Shelver
AWARD CLASSIFICATION: Band 2
POSITION TIME: Casual
LOCATION: Shepparton Library

POSITION OBJECTIVES

- To assist in the effective operation of the Library in accordance with Goulburn Valley Libraries policies and procedures.
- To ensure materials are correctly shelved within the Library building.

KEY SELECTION CRITERIA

To perform the position, the occupant should be able to demonstrate the following:

- Good literacy and numeracy skills
- Punctuality
- Reliability
- Good communication skills
- Attention to detail
- Ability to work with minimal supervision and in a team environment
- Ability to prioritise tasks
- Willingness to learn
- Mobility

And a willingness to understand the following:

- OH&S awareness & compliance
- EEO awareness & compliance
- Organisational understanding
- Dewey shelving and locations skills

Doc Name: Draft Position Description Shepparton Library Junior Shelver – Feb 2019			Prepared By
Status:	Review Date:	Issue Date	Approved By:

Key Responsibility Areas

1. To maintain the Library in good order by accurately shelving items returned by library users.
2. Assist in the provision of an attractive, inviting and safe library environment by ensuring items are properly shelved and reading areas are kept tidy.
3. Respond with courtesy and respect to library users.
4. Assist in the provision of a safe library environment by recognising and report unsafe/unsatisfactory work conditions and by responding appropriately to incidents concerning staff and clients.
5. Perform any other duties which, given the classification and nature of the duties, may reasonably be directed to perform.

Organisational Relationship

Reports to:	Library Coordinator/Assistant
Supervises:	Nil
Internal Liaisons:	Library Services Manager GVL Staff
External Liaisons:	Nil

Accountability and Extent of Authority/Judgement and Decision-making

The incumbent of this position is accountable for:

- * Accountable for quality, accuracy and timeliness of own work.
- * Works within specific guidelines under supervision of Library Assistant/Library Coordinator under the general supervision of the Library Services Manager.
- * Judgement required in defined work situations.
- * Report injuries, accidents, incidents and near misses in areas the work area and on the corrective actions taken to prevent reoccurrence.
- * Do not intentionally or recklessly interfere with or misuse anything provided in the interests of health safety or welfare.
- * Ensure EEO, the principles for a culturally diverse society, and library policies are complied with at all times.

Specialist Skills and Knowledge

Must:

- * Ensure safe work practices are adopted in the work area and contribute to the development and maintenance of work method statements.

Interpersonal Skills

Must:

- * Contribute to improved customer service and organisational effectiveness, by acting ethically, with honesty and fairness.

Qualifications and Experience

- * No formal qualifications are required.
- * A minimum age of 15 is mandatory.

Other relevant information

All applicants new to GVL will be required to complete a pre-existing injury form prior to commencement.

The position will be mainly based at the Shepparton Library, but may be located at libraries across the Greater Shepparton City Council, Moira and Strathbogie Shires.

The following is a list of requirements for this position that need to be met.

- Required to follow the correct procedure for specific tasks.
- Required to stand for lengthy periods.
- Required to move and lift crates of up to 15kg.
- Required to move arms/shoulders in repetitive motions for lengthy periods.
- Required to work in an air-conditioned building.

Employee Signature

Print Name

Date

Supervisor/LSM Signature

Print Name

Date