

Position Description

Cobram Library Assistant

POSITION NUMBER: OPS 0043
 POSITION TITLE: Cobram Library Assistant
 AWARD CLASSIFICATION: Band 3
 POSITION TYPE: Part time
 LOCATION: Cobram Library

POSITION OBJECTIVES

To assist in the effective operation of the Cobram Library in accordance with Goulburn Valley Libraries policies and procedures.

To facilitate the highest possible standard of service to the public.

KEY SELECTION CRITERIA

- Proven customer service skills.
- Good standard of digital literacy.
- High standard of written and verbal communication skills.
- Public library experience.

KEY RESPONSIBILITIES AREAS

1. User services

- Assist library users.
- Assist the public in accessing the internet/digital resources and library equipment.
- Maintain the library in good order.
- Participate as appropriate in providing group activities in the library.

2. Promotion and public relations

- Promote a positive image of the Library Service.
- Participate in the promotion of the library's services and resources.
- Participate in the organisation of library activities and displays.
- Liaise as required and maintain a good relationship with library volunteers and Friends of the Library groups

3. Collection

- Assist in maintaining the collection in good order and condition.
- Make recommendations for acquisitions or disposal to the Cobram Library Coordinator.
- Assist in collection management under the supervision of the Cobram Library Coordinator.

Doc Name: Position Description Cobram Library Assistant July 2024		Prepared By J Wyllie	
Status: Approved	Review Date:	Issue Date July 2024	Approved By :

4. Administration

- Assist in day-to-day operation of the library.
- Prepare routine reports as required by the Cobram Library Coordinator.
- Report to the Cobram Library Coordinator on matters of library maintenance.
- Assist in maintaining accurate meeting room bookings.
- Assist in maintaining accurate cash reconciliation for the register and petty cash.

5. Staff

- Under the general direction of the Cobram Library Coordinator, supervise the work of the Junior Shelves and casual staff as required.
- Attend training and meetings.
- Cooperatively work with and support other staff.
- Ensure that discretion and confidentiality is used.
- Work at other locations within the region to meet organisational requirements.
- Promote a healthy and safe workplace and culture.
- Perform any other duties which, given the classification and nature of the duties, may reasonably be directed to perform.

ORGANISATIONAL RELATIONSHIP

Reports to:	Cobram Library Coordinator
Supervises:	Casual staff and Junior Shelves
Internal Liaisons:	Operations Manager Goulburn Valley Libraries staff
External Liaisons:	Library users Community groups Volunteers Friends of the Library

ACCOUNTABILITY AND EXTENT OF AUTHORITY JUDGEMENT AND DECISION MAKING

The incumbent in this position is responsible for:

- Quality, accuracy and timeliness of own work.
- Judgement required in defined range of recurring work situations.
- Guidance and support always available.
- Ensuring that discretion and confidentiality are used.
- Perform work under general supervision.

SPECIALIST SKILLS AND KNOWLEDGE

- Proven customer service skills.
- Digital Literacy
- Basic knowledge of public library routines
- High standard of communication skills.
- Basic reference interview skills.

MANAGEMENT SKILLS

- Plan and organise own work.
- Assist other employees in training on routine matters.
- Ability to work independently as well as part of a team.
- Demonstrate an understanding of the principles of Equal Employment Opportunity and follow Occupational Health and Safety procedures.

INTERPERSONAL SKILLS

- Proven customer service skills.
- High standard of communication skills.

QUALIFICATIONS AND EXPERIENCE

- Year 11 or above, or some library experience.
- Current Victorian Drivers Licence
- Current Working with Children Check

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 Cobram Library, 14 Punt Road, Cobram, and could be located in 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.

Undertake activities associated with office work, including sedentary desk work.

Required to follow the correct procedure for specific tasks

Required to stand for lengthy periods

Required to use computer for lengthy periods

Required to move and lift crates of up to 15kg regularly

Required to move arms/shoulders in repetitive motions for lengthy periods

Required to travel in vehicles for extended periods

Required to work in air conditioned buildings

Employee Signature

Print Name

Date

Operations Manager Signature

Jenny Wyllie

Date