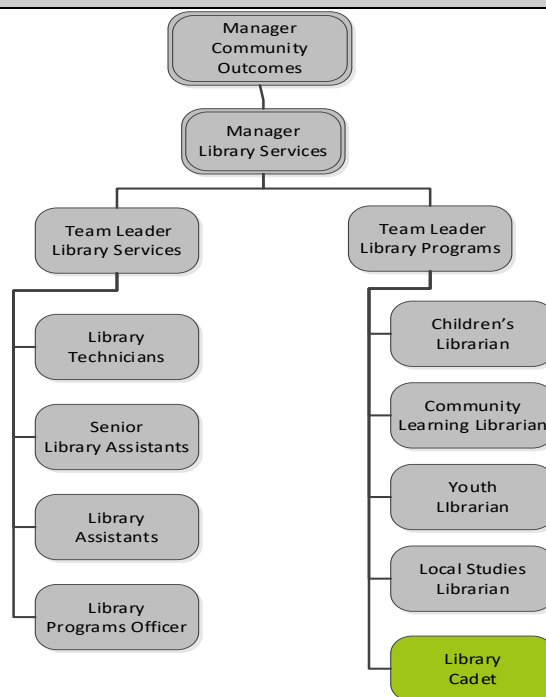


POSITION DESCRIPTION

Position Title	Library Cadet
Position Number	26177
Division	Sport, Community and Activation
Branch	Community Outcomes
Grade	T8
Special Requirements	Ability to work flexible hours including nights and weekends as per roster
Physical and Environmental Demands	Manual handling Ability to drive a Council vehicle
Authorities	As applicable and as delegated by the General Manager
Key Direction/s	To reflect key directions of Council's Community Strategy – Welcoming and Liveability

Reporting Structure



Position Purpose
To assist in the delivery a high quality library service.
Key Result Areas
<ul style="list-style-type: none"> • Library and Customer services. • Collection Resource Management • Community Learning and Engagement • Core Corporate Values
Key Duties & Responsibilities
<p>Library and Customer services</p> <ul style="list-style-type: none"> • Provide information and general customer services • Operate library equipment and technology systems including Library Management System, RFID, research databases and eResources • Assists clients with face-to-face, email and telephone enquiries covering all facets of Lending and Information Services including reader’s advisory, reference and circulation enquiries • Assist clients in use of Internet and online resources as required • Assist in selection of library materials for outreach services, displays and programs • Assist in special projects such as collection establishment and new technologies • Act in accordance with Council’s Fraud and Corruption Prevention Policy and Plan at all times as Council will not tolerate fraudulent or corrupt practices by its own staff, contractors or others working for Council. <p>Collection Resource Management</p> <ul style="list-style-type: none"> • Assist with collection management including identifying collection trends, selection of new items, and develop knowledge of budget expenditure <p>Community Learning and Engagement</p> <ul style="list-style-type: none"> • Assist in the promotion of Library programs including children’s activities, youth and adult programs. • Assist in the promotion and marketing of Library Services and resources through the community and online social networking, including production of the eNewsletter, and contributing to library website. • Other relevant duties which may be required by the Team Leader or Manager from time to time <p>Customer Service</p> <ul style="list-style-type: none"> • Demonstrate a strong customer focus which is accurate, responsive, timely and courteous <p>Corporate Core Values</p> <ul style="list-style-type: none"> • Continuously display Councils Corporate Core Values of Leadership, Innovation, Partnership, Commitment, Safety and Customer Focus.
WHS Responsibility
<ul style="list-style-type: none"> • Implement, monitor and, or comply with Councils WHS Management System, including but not limited to WHS Policies, Standard Operating Procedures, Risk Assessments/Work instructions and associated systems tools in their relevant work area

Risk Management Responsibilities	
<ul style="list-style-type: none"> • To act at all times in a manner which does not place at risk the health and safety of anyone in the workplace. • Responsible and accountable for taking practical steps to minimise Council's exposure to risks in so far as is reasonably practicable • Must be aware of operational and business risks. Particularly: <ul style="list-style-type: none"> ○ understand and adhere to the principles of Risk Management within their job role; ○ assist Managers and Team Leaders in identifying risks and risk treatments in their job role; ○ provide input into various risk management activities; ○ report all emerging risks, issues and incidents to their manager or appropriate officer; and follow Council policies and procedures. 	
Essential and Desirable Criteria	
<p>Essential</p> <ul style="list-style-type: none"> • Enrolled in degree or post-graduate Librarian studies • General knowledge of Library policies and practices • Highly developed communication and interpersonal skills and public speaking skills • Ability to effectively organise and prioritise workloads • Ability to work as part of a team with the ability to adapt to a changing environment • Highly developed computer literacy skills, including new technologies and knowledge of social media platforms. • Ability to liaise with staff and customers, with a strong focus on customer service. • Drivers licence and Working with Children Check • Ability to act proactively with discretion and apply EEO and WHS principles 	
<p>Desirable</p> <ul style="list-style-type: none"> • Previous library experience • Knowledge of current trends in libraries 	
Prepared By	Manager Library Services
Date Prepared	Updated May 2024
<p>I have read and understand the contents of the position description for my role and agree to work in accordance with the requirements of the position.</p> <p>I understand that this position description may change with organisational requirements and the tasks and responsibilities outlined in the position description may vary from time to time.</p>	
Employee Name:	
Employee Signature:	
Date:	