

Senior Library Assistant

Position Description

Directorate	Community and Environmental Services	Department	Cultural Services
Reports To	Library Branch Leader / Branch Team Leader	Direct Reports	No
Queensland Local Government Industry Award - State 2017 - Stream	Stream A - Division 2, Section 1 - Administrative, clerical, technical, professional, community service, supervisory and managerial services	Moreton Bay Regional Council Certified Agreement 2022 EBA5 Wage Level	Schedule 1, Level 2

Position Purpose

To provide library customers with positive service experiences and general assistance in their use of library resources and to undertake a broad range of library tasks.

Key Responsibilities and Outcomes

- Assist and support library customers, demonstrating a thorough knowledge of library collections, resources and services.
- Deliver a broad range of library customer service activities including loans, returns, reservations, memberships and provide sound digital information.
- Provide customers with sound reference and reader advisory assistance.
- Undertake a broad range of branch collection activities including collection maintenance and the generating of reports.
- Promote, prepare and deliver library programs and activities, including outreach events.
- Comply with library service procedures and processes and contribute to a positive and team based working environment.

Our Values

Our values shape the way we behave, how we interact with each other and our customers. They underpin our decision making and are our guiding principles for how we work every day. As a team member you will take individual accountability for demonstrating the values expectations and behaviours.

SERVICE
TEAMWORK
INTEGRITY
RESPECT
SUSTAINABILITY

Decision Making

<i>Budget</i>	N/A
<i>Delegations</i>	Delegations under the Local Government Act 2009 and as directed and published in Council's Delegation Register

Knowledge & Experience

- Well-developed level of experience and knowledge in delivery of services in a Public Library.
- Ability to make decisions whilst working in a fast-paced customer focused environment.
- Solid level of skills and experience in the delivery of Public Library collections, programs, reference and reader advisory services.
- Ability to engage constructively with a diverse range of customers in order to meet their needs.
- Well-developed people and interpersonal skills supporting the broader network of Library service delivery.

Qualifications

- Qualification in Library and Information Services or relevant experience.
- Current C class driver's licence preferred.
- Current Confirmed Suitability for Child Related Employment from the Blue Card Services, Public Safety Business Agency (Working with Children Check).

Note: This position description reflects a summary of the key accountabilities of the position, it is not intended to be an all-inclusive list of duties, steps and tasks. Leaders may direct team members to perform other duties at their discretion.