

A THRIVING REGION OF OPPORTUNITY WHERE OUR COMMUNITIES ENJOY A VIBRANT LIFESTYLE

Library Assistant

Division	Community and Environmental Services	Department	Cultural Services
Reports To	Library Branch Leader/Branch Team Leader	Direct Reports	No

Position Purpose

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

Key Responsibilities and Outcomes

Operational

- Provide customers with positive service experiences and general assistance through established policies and practices; seeking instruction and assistance as required.
- Support the delivery of routine library customer service activities including loans, returns, reservations, memberships, general digital information.
- Undertake routine library tasks including shelving, collection maintenance and the actioning of reports.
- Assist in the promotion and preparation of library activities and programs
- Comply with library service procedures and processes and contribute to a positive and team based working environment.

Values

At Moreton Bay Regional Council, we are on a journey to creating a great culture. Our values shape the way we behave and how we interact with each other to deliver the best service to the community. The safety of you and the community is our number one priority and we are all responsible for creating an inclusive, safe workplace and protecting our environment. As a team member, you will take individual accountability for demonstrating the values, expectations and behaviours.

Decision Making

Budget - Nil

Delegations - Delegations under the *Local Government Act 2009* and as directed and published in Council's Delegation Register.

Knowledge & Experience

- Entry level of experience and knowledge in delivery of services in a Public Library or a similar environment.
- Ability to follow direction whilst working in a fast-paced customer focused environment.
- Emerging skills and experience in the delivery of Public Library collections, programs and information 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



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- 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) or ability to confirm suitability within two months of engagement.

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 employees to perform other duties at their discretion.