

LIBRARY SHELVER

Position Number:	Internal
Banding/Remuneration:	Junior
Division/Branch:	Community Services / Libraries
Reports To:	Branch Team Leader
Date Approved:	March 2021

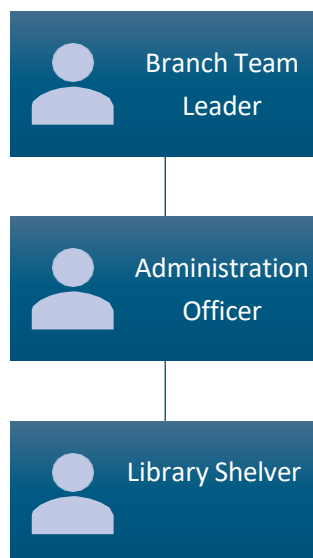
Position Objectives:

To provide efficient and accurate shelving support to Monash Public Library Service. The position is responsible for returning library items to the correct shelf locations so that staff and customers can locate them easily.

This requires an understanding of library collections and the Dewey Decimal call numbers. Items need to be shelved in an accurate and timely manner.

Team Structure:

The incumbent on a day-to-day basis reports directly to the Administration Officer or Team Leader at each library. The Shelver can be directed by other staff as required.



Key Responsibility Areas:

To ensure library items are arranged in a systematic and attractive way, the role will:

- Perform shelving duties as directed
- Shelf library resources as directed, re-arranging and tidying shelves as necessary
- Refer enquires from library customers to the Information or Circulation desk staff
- Perfect order collections as directed when all shelving has been completed in the allocated rostered shift
- Provide information on routine shelving matters to Administration Officer or Team Leader as required
- Other duties as directed

Accountability and Extent of Authority:

- Accountable for the provision of effective and accurate shelving of library resources.
- Accountable for the achievement of performance measures, to be determined.

Judgement and Decision Making:

- Make decisions on routine operational matters
- Plan work with defined parameters
- Ensure customer enquiries are referred to the Information and Circulation desk staff
- Guidance and advice are always available

Specialist Knowledge and Skills:

- Knowledge of alphabetical and numerical organisational sequences.
- Good interpersonal skills essential.
- Knowledge of Dewey Decimal Classification an advantage.
- Ability to work in an effective, efficient and courteous manner.
- Ability to manage time and organise work to achieve set shelving objectives.
- Commitment to working as part of the shelving team to meet Monash Public Library Service objectives.
- Willingness to work flexible hours from different branch locations as required.

Management Skills:

- To manage time and work priorities

Interpersonal Skills:

- Verbal communication
- Problem solving with others

Qualifications and Experience:

- Minimum age 15 years
- Experience in using libraries an advantage

General conditions of employment at Monash Public Library Service

- All positions may be required to work at any service point within the library service.
- All positions may include regular shiftwork, including evenings and weekends
- Working conditions are governed by the Victorian local Government Authorities Award and the Monash City Council Enterprise Agreement

Key Selection Criteria:

- Ability to order via alphabetical and numerical sequence
- Skilled at communicating at an interpersonal level
- Understanding of Dewey Decimal Classification system
- Ability to work in an effective and efficient manner
- Ability to manage time and organise work to achieve set shelving objectives
- Commitment to working as part of the shelving team to meet Monash Public Library Service objectives
- Ability to work flexible hours from different branch locations as required

Organisational Context:

The City of Monash has a growing, passionate and cosmopolitan population estimated around 193,000 residents (2021). We are one of Victoria's leading Councils, serving a large well-established community with very highly skilled and well-educated population. Monash is a proud multicultural community with almost half of our community born overseas and coming from more than 106 countries.

These key directions are driven by a commitment to a sustainable city, inclusive services, enhanced places and good governance, across five (5) Divisions:

- Executive
- City Development
- City Services
- Corporate Services
- Community Services

Our Vision: "To be the most liveable city in Victoria"

Our Mission: "Make a difference through commitment, leadership and expertise."

Our Values:

- **Accountability**
We are responsible for our actions and behaviours every day.
- **Respect**
We value diversity and appreciate others.
- **Teamwork**
We work collaboratively to achieve shared goals.

Monash Council is committed to be a flexible, safe, equal, and inclusive workplace where we embrace and support diversity.

We are committed to being a child safe organisation and have zero tolerance to child abuse.