

# POSITION DESCRIPTION

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<b>Position Title:</b>	Library Officer - Junior
<b>Position Number/s:</b>	CCB-C03
<b>Employment Type:</b>	Casual
<b>Agreement:</b>	Charters Towers Regional Council Union Collective Certified Agreement 2023
<b>Award:</b>	Queensland Local Government Industry (Stream A) Award – State 2017
<b>Classification:</b>	Level 1 – hourly rate dependant on age
<b>Directorate:</b>	Corporate and Community Building

## POSITION OBJECTIVE

Under close direction and supervision, the Library Officer - Junior will assist in providing efficient and effective frontline services to the internal and external customers and clients of the Library, with a focus on representing and maintaining the Library as a professional, safe, and high-quality community facility. Library Officers will perform a range of customer service duties, provide general administrative support, and assist with the delivery of Library programs. Library Officers will also assist in the management of stock (e.g. shelving library books, ordering consumables, etc.).

## ORGANISATIONAL RELATIONSHIPS

Reports to:	Library Coordinator
Directly supervises:	Nil

## DELEGATIONS

In accordance with Charters Towers Regional Council's Register of Delegations.

## KEY RESPONSIBILITIES

1. Provide customer service to members and visitors to the Library facility.
2. Provide and maintain effective maintenance of Library collections and catalogues.
3. Provide administrative support relating to Library operations.
4. Perform routine clerical and office functions requiring an understanding of clear, straightforward rules or procedures.
5. Maintain books in order on shelves in accordance with established practices.
6. Comply with Council's Workplace Health & Safety (WHS) Management System including; WHS policies, SWMS, procedures and lawful instructions or directions given in the workplace. Employees must comply with their obligations under the Work Health and Safety Act 2011. These obligations include reporting of injuries, incidents and hazards, not to wilfully injure yourself or someone else and wearing and maintaining personal protective equipment according to Council procedure. Officers also have obligations to ensure consultation takes place for issues and changes that may impact safety. Officers have a duty to exercise due diligence to ensure the organisation complies with the applicable laws.
7. Comply with reasonable and lawful directives given in the workplace and undertake any other duties associated with the role, as reasonably directed and within the scope of the requirements of the role.

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## POSITION REQUIREMENTS

### | Knowledge, skills and abilities |

#### Essential:

- Sound computer skills including experience in the use of the Microsoft Office suite of applications such as Outlook, Word and Excel.
- Effective and efficient time management skills with the ability to apply attention to detail.
- Ability to carry out tasks of a routine nature in accordance with established procedures.
- Ability to work effectively in a small team, in a professional and positive manner.
- Sound understanding of confidentiality with the ability to work with sensitive information and maintain discretion.
- Ability to liaise with the public to promote the library service.
- Good verbal and written communication skills including the ability to liaise with a wide range of people at all levels.
- Ability to perform the physical requirements of the role.
- Ability to work every Saturday.

#### Desirable:

- Customer service experience.

### | Education/Qualifications |

#### Essential:

- Minimum education level of Year 10 or equivalent and/or relevant work experience.

## PHYSICAL REQUIREMENTS/POSITION ENVIRONMENT

Sufficient physical ability to work in an office setting and operate office equipment; to walk, stand, or sit for prolonged periods of time; to perform light to moderate manual handling tasks such as repeated bending, twisting, lifting, kneeling etc.

Council is committed to providing and maintaining a safe and healthy workplace. This includes taking all steps that are reasonably practicable to prevent the spread of preventable occupational diseases. In accordance with Councils P0199 Vaccinations and Health Monitoring Procedure, positions exposed to occupational diseases will be subject to the Workplace Immunisation Program.

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## POSITION DESCRIPTION AUTHORISATION

Position descriptions cannot provide a definitive list of duties and responsibilities. This position description is subject to change from time to time as Charters Towers Regional Council may be developed or restructured. Any such reorganisation of duties shall be the subject of discussion with the position incumbent.

**Supervisor:** \_\_\_\_\_ **Signature:** \_\_\_\_\_  
(Name)

**Date:** \_\_\_\_\_

**Manager:** \_\_\_\_\_ **Signature:** \_\_\_\_\_  
(Name)

**Date:** \_\_\_\_\_

## POSITION ACCEPTANCE

I accept the Position Description as stated above and acknowledge that it may require amending or updating periodically due to changes in responsibilities or organisational requirements. Changes to position descriptions will be in accordance with the position classification and consistent with the purpose for which the position was established.

**Incumbent:** \_\_\_\_\_ **Signature:** \_\_\_\_\_  
(Name)

**Date:** \_\_\_\_\_