



**Burdekin Shire Council**

## **TRAINEE – LIBRARY AND INFORMATION SERVICES ASSISTANT (12 MONTH PERIOD ONLY)**

Applications are invited to fill the positions of Trainee - Library and Information Services Assistants at Council's Library for a period of twelve (12) months. Continuing employment beyond the twelve (12) month traineeship period cannot be guaranteed.

It is expected that the successful applicants will commence duties in January 2010.

The successful applicant will be required to complete a Certificate III in Library and Information Services or a Certificate III in Office Administration. Persons who have completed a Certificate III or above are ineligible for this position as are persons who have previously completed a traineeship utilising *Breaking the Unemployment Cycle* funding. Applicants should be proficient in the use of Microsoft Word and Publisher and have sound telephone, numeracy and keyboarding skills. The ability to operate general office equipment including personal computers, photocopiers, facsimile machines and typewriters will be an advantage.

Salary shall be in accordance with the National Training Wage Award. This gross weekly salary ranges from \$375 pw to \$501 pw dependant upon age and the highest year of schooling completed. An applicable Locality Allowance shall also be paid. Conditions of employment will be in accordance with the Queensland Local Government Officers' Award - State and Burdekin Shire Council's Enterprise Bargaining Agreement.

Application packages are available from the Human Resources Office on 4783 9845 or the website [www.burdekin.qld.gov.au](http://www.burdekin.qld.gov.au). Applications close on Friday 20 November 2009. Word or PDF format is preferable.

Applications for **Trainee – Library and Information Services Assistant - 09/40** should include:

- Cover letter
- Statements addressing the Selection Criteria
- A current resume

Applications can be submitted to:

- [employment@burdekin.qld.gov.au](mailto:employment@burdekin.qld.gov.au)
- Confidential Application No. 09/40  
PO Box 974  
AYR Qld 4807

For any further information regarding the above position, please contact the Manager - Library, Mr. John Scott on 4783 9970.

## POSITION DESCRIPTION

<b>POSITION TITLE:</b>	Trainee Library and Information Services Assistant
<b>DIRECTORATE:</b>	Corporate & Community Services
<b>AWARD:</b>	Local Government Officers Award
<b>AWARD CLASSIFICATION:</b>	National Training Wage
<b>STREAM:</b>	Administrative
<b>REPORTS TO:</b>	Manager - Library
<b>PLACE OF EMPLOYMENT:</b>	Based at Ayr Library
<b>HOURS OF DUTY/ROSTER:</b>	Tuesday to Saturday to suit opening times of the Library to a total of 72.50 hours per fortnight.

## POSITION OBJECTIVE

Undertake the performance of tasks and activities to provide an efficient and effective circulation service within the Library. Assist with the operation of the Library in accordance with the objectives of the Burdekin Shire Council and in accordance with the Local Law - Libraries, policies and procedures.

## POSITION REQUIREMENTS

### Skills

- Literacy and numeracy skills for accurate data entry and bibliographic searching.
- Keyboard skills relevant to the operation of the automated library system and PCs.
- Skills in PC operations and functions, including word processing, desk-top publishing, and Internet use.
- Communication skills, including good telephone technique, for dealing with Library users.
- Ability to operate library equipment such as photocopier, fax machine, microfilm and microfiche readers.
- With experience, exercise judgement in the planning of work within the confines of clearly defined activities.
- Ability to make decisions within the bounds of allocated responsibilities.
- Ability to provide efficient and courteous service to Library users in a busy environment.
- Ability to work both independently and as part of a team.
- Ability to co-operate and communicate with Library and Council staff.
- Ability to assist with setting up displays, activities, in-house publications.

### Knowledge

- Sound knowledge of the Library and the services it provides to the community.
- With experience, understanding of the applications of the Dewey Decimal Classification System, and the ability to undertake bibliographic searching using the automated Library system.
- Broad general knowledge, and awareness of current affairs.
- Interest in books and reading, and in computer applications.
- Knowledge of local community, activities and organisations.

## **Experience and/or Qualifications**

### Essential

- No previous library experience essential.
- Year 10 education

### Desirable

- Experience with community-based organisations or activities, either school or wider community.
- Year 12 education or equivalent.

## **Training**

- On-the-job training in functions and operations of the automated library system relevant to Circulation and OPAC functions.
- Training in library services, technological changes relevant to library duties, and Occupational Health and Safety requirements.
- Training in management skills e.g. telephone techniques, time management, performance appraisal, etc.

## **KEY RESPONSIBILITIES**

The key responsibilities may be modified from time to time to ensure the expected outcomes are coordinated with Council's operational and corporate plans. Without limiting the above, the key responsibilities shall include:

### **Administrative**

Assist with the provision of a courteous, efficient, and effective Circulation service to the Burdekin community in the following ways:

#### Circulation transactions

- Charge and discharge of Library loans.
- Reservations and renewals of items.
- Registration of new members.

#### Borrower assistance

- Bibliographic searching of the automated Library system and other technologies (Web Catalogue, Internet) to satisfy reference enquiries.
- Referral to State Library or other resources.
- User education (shelf arrangement, OPAC and Internet usage, etc.)
- Use of photocopier, microfilm and microfiche readers.
- Receipting of monies as required.

#### Maintenance of accurate and up-to-date borrower records

- Maintenance of correct information in both electronic and printed records.

#### Shelving

- Shelving of returned items in absence of usual shelver.
- On a regular basis ensure the shelves are kept tidy and in order according to the Dewey classification system.

#### Repairs

- Checking for damage of returned items and placing in Repairs location.
- Repairs of items selected by Manager Library Services and Children's Librarian (when required).

### Processing

- Stamping, labelling and covering of new stock.

### PC Use

- Production of signage, in-house publications, etc., using word processing and desk-top publishing functions.
- Be able to use the Internet for simple reference enquiries.

### Displays, Activities

- Assistance with setting up displays and exhibitions, preparing for holiday activities, etc.

### Newspapers/Magazines

- Collecting newspapers and magazines daily from newsagency, on a rostered weekly basis.
- Ensuring current issues of newspapers are available for readers in Library.

### Miscellaneous

- Light maintenance/running repairs to photocopier (replacing toner, clearing paper jams, etc.) and other equipment.
- Maintenance of Library in a clean, tidy, safe condition (furniture, toys, Circulation Desk, etc.).
- Collecting overdue notices each morning, and preparing them for postage on a rostered weekly basis.
- Daily visit to Council for mail.
- Complete all necessary paperwork in accordance with procedures and ensure timesheets are completed on a daily basis.
- Participate in multi-skilling where required.
- Maintain good public relations and treat relevant work-related information as confidential.
- Maintain an attitude of honesty, loyalty and trust.

### **Teamwork**

- Attend and participate in team meetings as required
- Liaise with supervisor and other Library staff in the performance of tasks and activities.
- Maintain an attitude of co-operation and a willingness to communicate with supervisor and other Library staff.
- Contribute efficiently and effectively to the provision of a quality library service to meet the education, information and recreation needs of the community.
- Assist in generating a productive working environment.

### **Customer Service**

- Promote and maintain a positive organisational image and good community relations by providing quality customer service to both internal and external customers.
- Report to supervisor in a timely manner on issues and activities likely to influence Council operations or adversely impact relations with Council's customers.
- Where possible, use creativity and initiative in solving work-related problems or improving the Council's productivity or delivery of services to the community.

### **Quality**

- Follow agreed work practices and procedures for various projects and ensure work meets quality specifications.

### **Workplace, Health & Safety**

- Actively support workplace health and safety, risk assessments and hazard prevention.
- Developing knowledge of Workplace Health and Safety.
- Ensures all appropriate actions are taken to implement Council's Safeplan, Occupational Health and Safety (OHS) Management Plan and relevant OHS legislative requirements within area of responsibility and act in a manner that ensures the health and safety of all persons in the workplace.

## EXTENT OF AUTHORITY

- Freedom to exercise initiative and judgement in planning work outcomes within established standards and procedures.
- May offer solutions to problems found in established procedures and instructions, in consultation with supervisor

## CODE OF CONDUCT

1. The employee must at all time comply with section 1138 of the Local Government Act 1993, which states: - An employee of a Local Government must
  - \* Act with integrity in the position held by the employee; and
  - \* Act in a way that shows a proper concern for the public interest.

## GENERAL

1. This is a description of the job as it is at present constituted. It is the practice of this organisation periodically to examine employees' job descriptions and to update them to ensure that they relate to the job as then being performed, or to incorporate whatever changes are being proposed. This procedure is jointly conducted by each manager in consultation with those reporting directly to him or her. You will, therefore, be expected to participate fully in such discussions. It is the Organisation's aim to reach agreement to reasonable changes where identified.

2. Whilst employment is in the position described in this document it is understood that employment is with Burdekin Shire Council. In the event of organisational change or restructure, Council may require employees to undertake other roles for which they are qualified and capable of performing. Council does not change positions for the purpose of "de-skilling".

## SELECTION CRITERIA

**Applications for this position must specifically address each of the criteria below, as short listing for interviews will be based upon your responses.**

### Essential

1. Sound written and verbal communication skills.
2. Demonstrated customer focus.
3. Ability to work in a small team environment.
4. Basic telephone, numeracy and keyboarding skills.
5. Sound working knowledge of Microsoft Word and Publisher.
6. Ability to operate general office equipment including photocopiers & facsimile machines.