

We are seeking applications for a Library Officer to join our team at the Ayr Library.

About the position:

This position is suited to someone who has thorough knowledge of cataloguing standards and trends, and experience in the selection, acquisition and cataloguing of physical and digital materials in a public library setting.

A key responsibility of this position is to assist the Library Services Manager in fulfilling the requirements of the Burdekin Library Collection Development Policy, in alignment with Council's policies and guidelines, and utilising Council's Finance System. The role includes providing frontline customer service and generally contributing to the efficient and effective provision of high-quality library services.

Why work for us?

- 9-day fortnight (72.5hr fortnight)
- Up to 12% Employer Superannuation with ability to salary sacrifice employee contribution.
- 5 weeks Annual Leave per year
- 13 weeks Long Service Leave after 10 years' service – pro rata available after 7 years
- Salary Packaging available
- Supportive and motivating team
- Active Social Club
- Fitness Passport Program
- Flexible work arrangements
- Relaxed lifestyle, boating, fishing, sports facilities, private and public schooling options up to Grade 12, cultural venues and events and all of this situated in a thriving agricultural community only an hour away from Townsville or two hours from the magical Whitsundays.

Applicants should familiarise themselves with the entire position description.

The applicable salary ranges from \$77,163pa to \$82,932pa with the commencing salary dependent upon the skills and experience of the successful applicant.

Applications for **23/60 – Library Officer** should include:

- A cover letter; a current resume; statements addressing the selection criteria; and copies of relevant qualifications and licences.

Applications can be submitted using one of the following methods (Word or PDF format is preferable):

- Email – employment@burdekin.qld.gov.au
- Mail – Confidential Application No. 23/60, PO Box 974, Ayr Qld 4807

Applications close on Tuesday, 28 November 2023 at 9:00am.

For further information please contact Kate Wanchap, Library Services Manager on (07) 4783 9800.

It is essential to respond to each criterion with one or two paragraphs explaining how you have demonstrated each skill or quality, with examples from your work experiences. Short-listing of candidates will be based upon an assessment of how well the following selection criteria are addressed.

Essential

1. Certificate III in Library and Information Services or demonstrated equivalent experience.
2. Demonstrated experience in collection management, including selection, ordering, cataloguing and payment of accounts, using a library management system and other Council systems.
3. Demonstrated ability to build and maintain effective working relationships with suppliers, other libraries, other staff in the organisation and immediate team members.
4. Sound knowledge of publishing and reading trends, and physical and digital collections in the context of a public library setting.
5. Sound written and verbal communication skills and the ability to liaise effectively with a wide range of individuals.
6. Class CA Drivers Licence.
7. Current Qld Blue Card and positive notice letter for working with children or the ability to obtain one.

Position Number	20046
Certified Agreement	Burdekin Shire Council Certified Agreement
Award	Queensland Local Government Industry (Stream A) Award – State 2017
Award Section	Section 1- Administrative, clerical, technical, professional, community service, supervisory and managerial services
Award Level	Level 3
Reports To	Manager Library Services
Place of Employment	Burdekin Library, 108 Graham Street, Ayr

Position Objective

Undertake the responsibility to contribute efficiently and effectively the provision of a quality library service in a support nature to Manager Library Services.

Key Responsibilities

Council is committed to a One Team One Council approach where all departments work collaboratively together to achieve value for money for the rate payers of the Burdekin.

Accordingly, 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:

- Assist the Library Services Manager in fulfilling the requirements of the Burdekin Library Collection Development Policy.
- Conduct the complete acquisitions process for adult stock including selection, accessioning, cataloguing and payment of accounts.
- Control the standing order process for adult standing orders.
- Develop and maintain effective working relationships with suppliers and other libraries.
- Control all functions relevant to Library Accounts and related activities for the Burdekin Shire Council's Finance System and Library Management System.
- Supervise relevant money handling processes including petty cash and reconciliation procedures, and end of year processes for Burdekin Shire Council's Finance System.
- Control the interlibrary loan service, including bulk loans.
- Supervise and delegate work to Library Officers and Trainees where appropriate.

Position Requirements

Knowledge

- Sound knowledge of the organisation, operations, services and functions of modern public libraries and current issues relating to them.
- Thorough knowledge of cataloguing standards and trends.
- Sound knowledge of the Library Management System, especially in relation to the acquisition and cataloguing processes.

- Sound knowledge of publishing and reading trends and physical and digital collections in the context of a public library setting.
- Sound knowledge of procedures for sourcing and recording interlibrary loan transactions.
- Sound knowledge of the applications used for Burdekin Shire Council's Finance System
- Sound knowledge of the Microsoft Office Suite of applications, including Outlook, Word and Excel.

Skills

- Intermediate skills in the use of Microsoft Office Suite of applications.
- Intermediate skills in the use of library management systems.
- Judgement and decision making.
- Well-developed keyboard skills.
- Excellent written communication.
- Research skills.
- Time management skills.
- Active learning.
- Delegation, prioritising and planning skills.
- Well developed technology skills.
- Sound time management skills.
- Well-developed literacy and numeracy skills.
- Advanced service orientation skills.
- Teamwork skills.

Abilities

- Ability to co-operate and provide assistance to team members.
- Ability to work autonomously.
- Ability to understand relevant procedures required to comply with Burdekin Shire Council's Finance Department.
- Ability to understand and learn software applications relevant to the work environment.
- Ability to implement changes relating and relevant to own work area.

Other Requirements

- Apply the conditions of confidentiality to work-related information, documents, and situations.
- Personal attributes of honesty and integrity; commitment; enthusiasm; reliability; personal presentation; adaptability; and the ability to deal with pressure.

Experience and Qualifications

- Certificate III in Library and Information Services or experience in a Library in a similar role.
- Year 12 education or equivalent.
- Experience with local government costing procedures.
- Class CA drivers licence.
- Queensland Working with Children Blue Card.

Award Classification

These classification characteristics are drawn directly from the Queensland Local Government Industry (Stream A) Award – State 2017, and are used as a guide to determine the level of this position, but may not form a specific part of the key responsibilities:

Organisational Relationships

- Works under general supervision (except for graduates, who work under direct supervision).
- Supervision of other employees.
- Operates as a member of a professional team.

Extent of Authority

- May set outcome/objective for specific projects.
- Graduates receive instructions on the broader aspects of the work.
- Freedom to act within defined/established practices.
- Problems can usually be solved by reference to procedures, documented methods and instructions. Assistance is available when problems occur.

Core Competencies

These competencies relate to positions at this Award level:

Teamwork

- Participate in team-based activities and suggest improvements to team activities.
- Respect, encourage, and support other team members.
- Perform successfully in a range of team roles.
- Contribute willingly to team activities.
- Accept decisions, even those with which you disagree.

Customer Service

- Treat both internal and external customers with courtesy and respect.
- Work according to agreed customer service standards within your team.
- Contribute towards setting customer service standards within your team.

Communication

- Write in a way that your reader can understand.
- Listen and speak clearly to your colleagues and customers.

Quality

- Work according to agreed quality standards within your team.
- Contribute towards setting quality standards within your team.
- Monitor your work and identify opportunities for improving quality.
- Suggest improvements through the customer request system.

Environment

- Work according to agreed environmental standards within your team.
- Contribute towards setting environmental standards within your team.

- Monitor your work for opportunities to reduce adverse impacts on the environment.
- Report incidents and suggest improvements through the customer request system.

Work Health and Safety

- Work safely and in accordance with the relevant work method statements and procedures.
- Encourage your colleagues to work safely.
- Identify hazards and assess risks in the workplace.
- Use organisational systems, such as customer service requests, to identify and rectify hazards, near misses, and non-compliances with procedures.

Efficiency

- Undertake tasks in an efficient and timely manner.
- Suggest improvements through the customer request system.

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. Therefore, you will 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.
3. Employees may be required to undertake a variety of duties not related to their substantive role in times of disaster.
4. All employees are responsible for making and keeping records in accordance with legislation, information standards and other relevant guidelines and procedures, and ensuring they are captured in the authorised recordkeeping system, Technology One Enterprise Content Management (ECM).
5. Failure to maintain any licence or certificate, which is a condition of your employment, may result in demotion or termination as Council is unable to guarantee your transfer to a position not requiring the said licence or certificate.
6. All employees are expected to participate in Council's Induction Program and future training opportunities to maintain a current knowledge base and provide excellent service levels for internal and external customers.
7. All employees are to actively participate in the Employee Performance Development Program.
8. All employees must work in accordance with the standards contained within Council's Code of Conduct. Failure to do so may lead to disciplinary action up to and including termination of employment.
9. All employees are encouraged to be a contributing member to the wider Burdekin community and therefore it is highly recommended that you take up permanent residency within three months of the successful completion of your probationary period.

10. Abide by all existing policies, guidelines, and Operational Standards and as amended from time to time.