

POSITION DESCRIPTION

POSITION TITLE	Junior Library Assistant
DEPARTMENT	Corporate & Community Services
GROUP	Customer & Community Services
LOCATION	Mareeba / Kuranda
CLASSIFICATION / LEVEL	LGOA Junior Wages Apply
REPORTS TO	Library Supervisor Customer & Collections

Department Summary

The Corporate and Community Services Department ensures an integrated approach to the delivery of internal organisational services and the provision of external services of Council to the community.

Department business units include:

- Finance
- Information Systems
- Development & Governance
- Human Resources
- Customer & Community Services

Position Summary

The purpose of this position is to provide school students with the opportunity to gain experience working in an employment environment and to help them acquire skills that will assist them in gaining employment when they complete their education. The placement will cease when the student finishes high school so that other school students can be given a similar opportunity, and there should be no expectation of continuing employment with Council.

The position will assist in the provision of a quality, modern and progressive library service to the community in accordance with Council policies and guidelines.

Key Responsibilities

- Assist with the operations of the circulation desk to ensure materials are correctly issued and returned
- Enthusiastic promotion of Reading, Literacy and Lifelong Learning by assisting in the development, preparation and operation of library programmes
- Represent Council's interests by contributing to the delivery of a quality library service to residents and visitors of the region. This particularly relates to providing a positive customer service experience
- Liaise with other library and Council staff members
- Other reasonable duties as directed from time to time

Skills and Knowledge

- Demonstrated sound computer skills
- Sound interpersonal/customer services skills, including the ability to work in a team environment

- Sound numeracy and literacy skills

Desirable

- Basic knowledge of library practices and procedures will be highly regarded
- Previous library experience is highly regarded

Environmental Obligations

All employees have a legal obligation to comply with environmental legislation and must comply with any Environmental Authority issued to Council to carry out activities. Clause 4.2.5 of the Employee Code of Conduct provides further detail on employee and supervisor compliance requirements.

Workplace Health and Safety Obligations

All employees have a legal obligation to comply with WHS legislation. Employees must work in accordance with the Council Safety Management System – SAFE PLAN and comply with the WHS Responsibility Statement relevant to their position - see Schedule S3 attached.

SCHEDULE S3
WHS RESPONSIBILITY STATEMENT

Workers

All employees have a legal obligation to comply with WHS legislation, the Council WHS Management System (SAFE PLAN), WHS policies, procedures and work instructions. These operate to ensure the health and safety of employees, contractors, visitors, volunteers, the public and the environment.

The following responsibilities apply to all employees, including permanent, part-time and casual employees:

1. Ensuring you keep up to date and comply with WHS legislation and SAFE PLAN (WHS Plan) and participate in the completion of Monthly Action Plans (MAPs)
2. Performing all work and associated functions in a safe manner
3. Complying with WHS policies, procedures, reasonable written or verbal work instructions issued by Council or its officers
4. Correctly using and maintaining all personal protective clothing and equipment supplied by Council
5. Identifying hazards, conducting risk assessments, and taking corrective action to eliminate hazards where possible in the workplace, and/or to report hazards and risks in accordance with WHS procedures
6. Establishing and maintaining a high standard of housekeeping and cleanliness within individual work areas and on Council property generally
7. Reporting and assisting with the investigation of all incidents in the workplace, including minor injuries, near misses and property damage as requested
8. Attending relevant toolbox talks, team discussions or specific training organised by Council
9. Identifying the location of first aid treatment centres, fire protection facilities and evacuation procedures in the work area
10. Working in a manner that will not endanger you, other employees or the public
11. Cooperate with any reasonable instruction given by Council officers
12. Report any safety concerns to your supervisor
13. Ensuring compliance with National Heavy Vehicle legislative requirements relevant of this position.

I have read and understand the above Position Description and WHS Responsibility Statement (S3)					
INCUMBENT NAME		SIGNATURE		DATE	
SUPERVISOR NAME		SIGNATURE		DATE	