



# Job Description Form

## Library Technician

<b>Position Number:</b> 17212	<b>Classification Level:</b> Level 2
<b>Directorate:</b> Collection Services	<b>Agreement:</b> Public Sector CSA Agreement 2024
<b>This Position Reports To:</b> 12276, Team Leader Liaison, SCL2	
<b>Positions Reporting to this Position:</b> Nil	

### OUR VALUES AND BEHAVIOURS

Your work habits and behaviour contribute to a harmonious, safe and productive work environment. Behaviours of State Library staff align with our values:

<b>Community Focused</b>	Provide high quality services based on community need.
<b>Responsive</b>	Make informed, timely decisions and communicate them clearly.
<b>Respectful</b>	Value others and respect their differences.
<b>Accountable</b>	Hold ourselves to account for the work we do.
<b>Innovative</b>	Strive for excellence by being open to new ideas and embrace opportunities for improvement.

### OUR CORPORATE RESPONSIBILITIES

Model, promote and demonstrate a genuine commitment to the State Library's organisational values.
Adhere to the Public Sector Code of Ethics and Library Code of Conduct.
Act safely and in accordance with the State Library's Occupational Health and Safety Policy and Procedures.

## ROLE OF DIRECTORATE

Collection Services leads the development and management of the State Library's unique Western Australian heritage collections which tell the rich and diverse stories of Western Australia's people and places through multiple perspectives and formats. Collection activities and systems managed by the directorate encompass acquisition, processing, storage, preservation, digitisation, distribution, and access.

The Directorate also manages the acquisition of both physical and digital materials for a general information and reference collection and for over 200 public libraries across the State (including the Indian Ocean Territories).

## ABOUT THE ROLE

Working within the Liaison, Acquisition, and Description Team this position is responsible for processing physical and digital material to support preservation, management, delivery, access, and usability of State Library collections.

## KEY RESPONSIBILITIES OF THIS POSITION

### Role Specific Responsibilities:

1. Processes physical and digital library collections to preservation standards under the guidance of librarians and preservation staff.
2. Catalogues, indexes and describes library collections to appropriate standards with assistance from cataloguing librarians.
3. Communicates effectively with clients, staff, and external partners.
4. Uses library management systems, digital asset management systems, and computer software effectively.
5. Assists in the delivery of training as required.
6. Contributes to standards, policies and procedures.
7. Actively contributes to continuous improvements within the team.
8. Performs other duties as required.

## ESSENTIAL WORK-RELATED REQUIREMENTS

Applicants should be able to demonstrate their capability to meet the criteria below, which should be read in conjunction with the specific responsibilities of this position:

### Essential:

#### 1. Role Specific

- Eligibility for Library Technician membership of the Australian Library and Information Association.
- Experience in organisation, description and housing of collections.
- Ability to operate library management systems and computer applications including the Microsoft Office suite.

#### 2. Shape and Manage Strategy

- Understands organisational values and can explain how they are relevant to their work.

#### 3. Achieve Results

- Demonstrated time management skills and ability to reschedule and reorganise work to reflect changes in priority.

#### 4. Builds Productive Relationships

- Demonstrated ability to work cooperatively within a team, sharing information, learning from feedback, and assisting colleagues and stakeholders.

#### 5. Communicates and influences effectively

- Ability to communicate effectively, both verbally and in writing.

#### 6. Exemplifies personal integrity and self-awareness

- Demonstrated experience in providing accurate information, checks and confirms accuracy prior to release

### Desirable:

1. Library or archive experience.

## APPOINTMENT PRE-REQUISITES

**Appointment to this position is conditional on:**

1. Right to Work in Australia
2. Successful Criminal Record Screening Clearance
3. 100 point check (I.D)

## SPECIAL CONDITIONS

**Special conditions of this position:**

1. May be required to work rostered hours for a 7 day a week operation, including evenings and weekends.
2. May be required to travel intrastate and / or interstate.

## CERTIFICATION

The details contained in this document are an accurate statement of the responsibilities and requirements of this position.

<b>Position Title:</b> Director Collection Services	<b>Name:</b> Catherine Belcher	<b>Date:</b> 23/02/2026
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