



## Library Officer Schools

<b>Position number</b>	Generic
<b>Agreement</b>	<a href="#">Department of Education (School Support Officers) CSA Agreement 2019</a> or as replaced
<b>Classification</b>	Level 1
<b>Reports to</b>	Manager Corporate Services
<b>Direct reports</b>	Nil

### Context

Information about the particular school or college in which the vacancy is being advertised is available on [Schools Online](#).

For further information about the Department of Education, please visit:  
[education.wa.edu.au](http://education.wa.edu.au).

### Key responsibilities

- Provide general clerical and library support, including preparing correspondence, booking equipment and facilities, assisting with stocktaking and monitoring and ordering consumables.
- Ensure the library environment is safely maintained and at an acceptable level of tidiness, including the maintenance of equipment and displays, repairing damaged books and covering new books.
- Operate library systems which ensure library records are up-to-date, ensuring all new resources and deleted and archived items are recorded and resources are correctly bar coded.
- Maintain and process loans and returns of library resources in a timely and effective manner so they are accessible and available to students, staff and parents at all times.
- Deal with enquiries and guide students, staff and parents in locating library resources and information.
- Collect and receipt money in accordance with Departmental procedures, as required.
- Direct and coordinate the activities of library volunteers.

## Selection criteria

1. Demonstrated good verbal and written communication skills, including application of customer service principles and practices.
2. Demonstrated good interpersonal skills and ability to work unsupervised and in a team environment.
3. Demonstrated ability to use computers and a range of application software packages, particularly databases, spreadsheets and word processing.
4. Demonstrated ability to provide administrative support and organise and prioritise tasks effectively.

## Eligibility and training requirements

Employees will be required to:

- obtain a current Department of Education Criminal Record Clearance prior to commencement of employment
- obtain or hold a current Working with Children Check
- complete the Department's induction program within three months of commencement
- complete any training specific to this role required by Departmental policy
- complete the Department's training in Accountable and Ethical Decision-Making within six months of appointment.

## Certification

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

## ENDORSED

Date            24 February 2021  
Reference     D21/0075967