



## Job Description Library Technician Level 2

<b>Position Number</b>	Various
<b>Division</b>	Academic Support
<b>Branch</b>	Library Services
<b>Location</b>	Various
<b>FTE</b>	1.0

**Agreement/Award** *Government Officers' Salaries, Allowances and Conditions Award 1989  
Public Sector CSA Agreement 2021 or as replaced*

### Reporting Relationships

*Reports to:*  
Librarian, Specified Calling 1

*Direct Reports: 0*

*Indirect Reports: 0*

### Key Role Statement

Assists the library clients to access resources and operate technology. Operates and maintains effective library systems. Assists in the development and delivery of library programs for staff and students.

### Key Responsibilities

- Instructs and assists clients in locating and using learning resources including using library technology.
- Operates and maintains effective Library systems, including circulation of library material, processing overdue notices and hold requests, and creation of student cards.
- Conducts library orientation programs and assists with delivery of library skills education as required.
- Provides service at the library circulation desk, phone and online, maintaining a customer focus.
- Ensures library premises and resources are maintained in good order.
- Assists Librarian with collection management, including collection analysis and statistics, acquisition, and deselection of appropriate library resources, both print and electronic.
- Verifies bibliographic and purchasing information as required.
- Participates in the development of procedures, library policies, and evolving changes within the library environment, to ensure effective and efficient operations.
- Demonstrates a commitment to Work Health and Safety laws, Public Sector Standards and Equal Employment Opportunity principles.
- Behaves and formulates decisions in line with the Public Sector Code of Ethics, NM TAFE Code of Conduct and NM TAFE Values.
- Other duties as directed e.g.
  - Copy cataloguing and local/in-house cataloguing.
  - Design and produce promotional materials for library displays and TAFE events.
  - Financial activities, including processing online student payments, adding funds and management of invoiced items.

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## Our Values



Respect



Integrity



Student centred



Accountability



Innovation



Professionalism

## Our Culture

The idea of a culture of caring encompasses many things: leaders caring about employees, employees caring about each other and students, and employees caring about why we do what we do.

Caring focuses on building relationships and mutual trust in a collaborative and welcoming workplace where people help and support one another while demonstrating an agreed set of values. Part of your role is to nurture a caring culture.

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## Selection Criteria

### Essential

1	Diploma of Library and Information Services or equivalent.
2	Well-developed team and customer services skills, including the ability to relate effectively with people from diverse backgrounds and life experiences.
3	Ability to use library automated systems for technical duties, including circulation and cataloguing.
4	Proficient computer skills, including PC applications, Microsoft Office, Internet usage, and online database search techniques.
5	Ability to facilitate learning and deliver library orientation and presentations to small groups.

### Other Requirements

- May be required to work from any College campus.

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## Certification

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

### Business Area Director

Name Kate Oliver  
Date 2 October 2023

### Delegated Authority

Name Darren Channell  
Date 2 October 2023