



Validate Entire Document

Classification Evaluation Date: September 2010
Current Version Date: September 2010

JOB DESCRIPTION FORM

Department of Agriculture and Food
20085025; Librarian

POSITION DETAILS

Classification/Level Specified Calling Level 1
Award/Agreement PSGA
Org Unit Information
Physical Location South Perth

REPORTING RELATIONSHIPS

Number of Positions Supervised Nil

SUPERVISOR

Position Number 00001387
Position Title Librarian
Classification/Level Specified Calling Level 1 2

Validate

KEY WORK DESCRIPTION

This section provides a brief summary of the key functions of the position.

Manages the Library's electronic resources and assists with the planning, development, and organisation of information resources and systems to ensure effective retrieval and dissemination of timely information throughout the organisation.

ORGANISATIONAL CONTEXT

This section provides a synopsis of the Organisation and its goals.

As an economic development agency the departments purpose is to maximise the sustainable contribution of the agriculture and food sectors to Western Australia. The departments high-level outcomes will contribute to, Social and environmental responsibility; Stronger focus on the regions; and Outcome based service delivery. The departments investment priorities, are aligned with these outcomes and our efforts will focus on a whole of supply chain approach, by identifying, supporting, and promoting a competitive and profitable industry sector and diversified markets.

Validate

WORK DESCRIPTION

This section outlines the results and outcomes required of an individual in this position.

Electronic Resources Management

Assists the Library Services Manager with the planning of electronic resource management and access.

Coordinates all serial acquisition and the availability of online resources.

Liaises and negotiates with database suppliers and other agencies regarding licensing agreements for e-resources. Manages and maintains accurate and up-to-date licence agreements.

Provides access to information resources by cataloguing and indexing resources by using international and professional standards and contributing to the alerting services.

Troubleshoots Access issues and Millennium issues.

Monitors evaluates and reports on new technologies, electronic resources and processes.

Actively selects and manages access to electronic resources, including trial databases.

Reference Enquiry Services and Client Support

Assists with answering enquiries from department staff and external clients, using electronic and print copy resources on a daily basis.

Assists with the development of and provision of training programs for clients emphasising the use of electronic information resources.

Advises clients on, and ensures compliance with, Copyright laws

Contributes to a positive team environment.

Provides customer focused service.

Contributes to the identification of continuous improvement initiatives.

Applies the guidelines and the principles of the Code of Ethics and the department's Code of Conduct.

Applies relevant safety procedures/guidelines and equal opportunity principles and practices to performance of work.

Other duties as directed by the Library Services Manager.

WORK RELATED REQUIREMENTS

This section outlines the mix of pre-employment requirements and competencies required of an individual in this position. The following is to be read in the context of the preceding sections of this document.

ESSENTIAL PRE-EMPLOYMENT REQUIREMENTS (requirements are verified prior to confirmation of appointment)

Australian citizenship or permanent resident of Australia as defined by the Commonwealth Immigration Act (if not currently held, must be acquired prior to commencement at applicant's expense for permanent appointment). For appointment on a casual or fixed term basis a relevant work visa must be held (if not currently held, must be acquired prior to commencement at applicant's expense) if not an Australian citizen or permanent resident of Australia.

Bachelor of Applied Science (Library and Information Studies) or Graduate Diploma in Information and Library Studies or approved tertiary equivalent and eligibility for professional membership of the Australian library and Information Association (ALIA) Current and valid Western Australian C (car) class motor drivers licence, or approved equivalent may be required for identified positions (where required and if not currently held, must be acquired prior to commencement at applicant's expense).

"CORE" ESSENTIAL CRITERIA

The successful applicant will have proven ability to manage access to electronic resources, and knowledge of standards to facilitate access to online resources.

We are looking for someone who demonstrates a proven ability in using electronic information and automated library systems and knowledge of current trends in information delivery and retrieval of information.

We are looking for someone who has demonstrated workplace communication skills (inclusive but not restricted to oral and written communication skills, ability to develop and maintain networks, teamwork skills and interpersonal skills).

Experience in general library operations, including reference services, and a working knowledge of bibliographic and metadata tools.

Note:

Consideration will be given to your alignment to the value sets and needs of the Department, workgroup, customer and community.

SPECIAL EQUIPMENT/REQUIREMENTS

CERTIFICATION

Signature: _____

Date: / /