



JOB DESCRIPTION FORM

JOB TITLE: Librarian	POSITION NUMBER: 12423	DIRECTORATE: Collection Services
CLASSIFICATION: SCL1	AWARD: Public Service Award PSGOGA	TEAM: Liaison Acquisition and Description
		WORKGROUP:
REPORTS TO Team Leader	POSITIONS REPORTING TO THIS POSITION Nil	OFFICE OF CULTURE AND THE ARTS REGISTERED INITIALS <i>MS</i> DATE <i>24/5/13</i>
PRIMARY PURPOSE OF POSITION To provide access to resources held by or accessed from State Library		
CONTEXT The State Library of Western Australia seeks to enrich the lives of Western Australians by enabling access to resources for information, learning, enterprise and recreation; and collecting and preserving our social and documentary heritage for current and future generations Collection Services leads and develops the identification, negotiation, selection, procurement, processing, cataloguing, storage, accessing, digitisation, preservation, management and movement of all State Library collections, and manages associated data (including materials purchased for, distributed, exchanged and used by public libraries throughout Western Australia)		
KEY ACCOUNTABILITIES 1. Catalogues, indexes and describes resources to appropriate standards, including archival, non-archival and e-resources 2. Creates access to library resources through finding aids, e.g., listings, and other access tools 3. Assists in developing and documenting resource description and access standards for all formats, including copy cataloguing, record selection and acceptance guidelines, access rights and restrictions 4. Provides training in resource description and access standards, record selection and acceptance guidelines, including brief bibliographic, order and item record standards 5. Coordinates ordering, receipt, payment, processing and distribution of resources for the State Library, including liaising with library suppliers and monitoring expenditure Compliance and Legislative Knowledge • Comply with Department of Culture and the Arts and State Library Code of Conduct, policies and procedures and relevant appropriate legislation; and • Meet Occupational Safety and Health, equal opportunity and other legislative		

6. Maintains accuracy and consistency of data on the library management system 7. Works collaboratively with Collection Liaison ensuring resources are efficiently selected, procured and made accessible	requirements in accordance with the parameters of the position
KEY RELATIONSHIPS / INTERACTIONS 1. Other staff across State Library 2. Public library staff 3. Clients and other visitors to State Library 4. External partners and clients, including library suppliers and vendors	POSITION CRITERIA Essential 1. A degree or higher level qualification in an information related field directly relevant to librarianship or archives management that qualifies for Associate Membership of the Australian Library and Information Association or for professional membership of the Australian Society of Archivists. 2. Demonstrated knowledge of bibliographic principles and standards at international, national and local levels, particularly in relation to resource description and access 3. Demonstrated ability to identify client needs and expectations and provide flexible and responsive service 4. Demonstrated ability to work both independently and as part of a team, with a positive approach to continuous improvement 5. Demonstrated ability to plan work outcomes and prioritise tasks in order to meet deadlines 6. Demonstrated ability to communicate effectively at all levels, both verbally and in writing, including the presentation of training programs 7. Demonstrated ability to solve problems through creative and workable solutions and options 8. Demonstrated ability with integrated library management systems, internet or computer applications, eg, word processing and spreadsheets
KEY CHALLENGES 1. Working across three streams for description and access (archival, non-archival and e-resources) 2. Ensuring timely description of resources and prioritizing workloads 3. Effecting the organisational and cultural changes required to achieve State Library's strategic directions 4. Contributing to national and international initiatives to make State Library resources more accessible 5. Developing workflows and consolidating processes 6. Maintaining a quality client service 7. Developing and maintaining good working relationships and being flexible with new ways of working 8. Ensuring that safe work practices are maintained at all times	Desirable 1. Experience in the acquisition of library resources.
SPECIAL CONDITIONS All positions require a police clearance	

