

## Job Description Form (JDF)

### Position details

Position title: Library Officer  
Position number: 70180201  
Classification: Level 2  
Physical location: Perth Metropolitan Area  
Award: PSA 1992  
Agreement: PSGOCSAGA 2017  
Pillar: Capability and Performance  
Directorate: Information Services  
Branch: Knowledge and Information Management

### Reporting relationships

Reports to: Librarian, Specified Callings Level 1

#### **This position**

Direct reports: Nil

### Role summary

Provides technical assistance for the provision of timely information services to internal staff and members of the public where appropriate. Processes and maintains the library collection.

### About us

The Department of Primary Industries and Regional Development's (DPIRD) role is to ensure that primary industries and regions are key contributors to the Government's agenda for economic growth and diversification, job creation, strong communities and better places. Our goals are to:

- **Protect:** to manage and provide for sustainable use of our natural resources and soils, and to protect Western Australia's brand and reputation as a reliable producer of premium, clean and safe food, products and services.
- **Grow:** to enable the primary industries sector and regions to increase international competitiveness, grow in value and social amenity and become a key pillar of the State's economy.
- **Innovate:** to support a culture of scientific enquiry, innovation and adaptation across primary industries and regions to boost industry transformation, economic growth and employment.

## Our values

Our values are critical in creating a healthy and dynamic culture that helps each and all of us to make our best contribution, to develop a workplace where we feel excited about our work and results and where other people will increasingly want to join our team. Our values underpin how we operate:

- We value **relationships** - Our relationships with our clients, colleagues and stakeholders are at the heart of everything we do
- We are **resilient** - We recover from setbacks, embracing and adapting to change because we have a clear focus on the big picture and long term impact
- We are **responsive** - We understand the needs of our clients, colleagues and stakeholders and add value by tailoring our solutions accordingly
- We focus on **results** - We strive to develop and provide excellent services that delivers meaningful results to the community we serve.

## Key responsibilities

The key responsibilities of the role include, but are not limited to, the following:

### Library Services

- Shelves library materials and maintains library shelves in good order and appearance.
- Collates and arranges books and serials for binding and binds library materials using library binding machines.
- Provides assistance with document delivery services and assists with the maintenance the document delivery database under the direction of the Librarian.
- Performs indexing and copy cataloguing of library items and processes catalogued items.
- Searches and checks information on materials to be catalogued, ordered or indexed using on-line databases and catalogues.
- Assists with enquiries using library and on-line services.
- Helps clients to access and use library databases and materials.
- Processes loans and maintains the library's loans database under direction.
- Maintains the library journals database under the direction of the Librarian.
- Processes and circulates journals, claims missing issues and ensures the continuous supply of journals.
- Maintains an up to date knowledge of library services issues and trends.

## **Administrative and General Services**

- Operates and maintains audio-visual, binding and photocopying equipment.
- Maintains regular library stationery supplies and files library correspondence.
- Other duties as required.

## **Work related requirements**

In the context of the role:

### **Essential criteria**

#### **Role specific**

1. Demonstrated ability to use computers and a range of application software packages, particularly databases, spreadsheets and word processing.
2. Working knowledge of library practices and ethics, including the Copyright Act.

#### **Core capabilities**

3. Build effective relationships: Good written, oral and interpersonal communication skills.
4. Challenge for innovation: Ability to develop practical and innovative solutions to problems.
5. Think strategically: Willingness to use initiative and problem solving in seeing set tasks through to completion.
6. Deliver in a changing environment: Ability to prioritise, organise and complete work within set timeframes.
7. Lead and empower others: Demonstrated ability to work as an effective team member.

### **Desirable criteria**

1. Possession of, or progression towards a tertiary qualifications in Library or Information Studies or approved equivalent.
2. Eligible for Library Technician membership of the Australian Library and Information Association (ALIA).

## **Special requirements/equipment**

- The contract of employment specifies terms and conditions relating to this position.

## **Certification**

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

## **Delegated authority**

Signature:  \_\_\_\_\_

Date: 16 / 11 / 2018

Position title: Managing Director, Capability and Performance