



## Library Technician - Level 2 (MIS19062)

<b>Group:</b>	Corporate Services	<b>Location:</b>	Mineral House - East Perth
<b>Division/Directorate:</b>	Corporate Services	<b>Supervises:</b>	0
<b>Branch:</b>	Corporate Information Management	<b>Reports to:</b>	Senior Librarian
<b>Section:</b>	Library		

### Operational Context

The Corporate Information Management (CIM) Branch provides leadership, direction, advice and support to facilitate information access and management across the department. The CIM team supports all DMIRS employees to comply with their legal record keeping responsibilities by; maintaining and implementing the department's approved Record Keeping Plan, monitoring information management and record keeping practices, and developing and delivering quality systems, training and coaching.

### Role Overview

The Library Technician assists the Senior Librarian in the management of the Library collections, monitoring and indexing relevant material from online sources, undertaking required information management projects and assisting clients with use of DMIRS online systems and general enquiries.

### Role Responsibilities

(The following outlines the key responsibilities and duties related to this position)

- Assists with the effective management of library print and electronic information resources.
- Provides information services to clients including user education in use of DMIRS and bibliographic online systems.
- Develops and issues the weekly Library Accession List.
- Manages, circulates and maintains records for the journal and aerial photography collections.
- Manages resource loans, circulation and processing systems.
- Undertakes stock retrieval / returns and maintains physical storage of materials on- and offsite.
- Undertakes Library mail processes.
- Indexes and catalogues material to the Library Management System.
- Assists in monitoring online sources to identify resources for indexing and/or additions to the library collection.
- Provides document supply service in the absence of the Reference Librarian.
- Assists in the management of the map and photographic collections.
- Undertakes downloads of DMIRS data for clients.
- Maintains the library environment, equipment and displays.

### Corporate Responsibilities

(The following outlines departmental responsibilities)

- Contributes to the achievement of corporate objectives by ensuring that stakeholders are dealt with in a professional and timely manner.
- Works within corporate policies and procedures, acts with integrity and demonstrates ethical behaviours aligned with the Department Code of Conduct.
- Performs other duties as directed.
- Takes reasonable care to protect your own safety and health at work, and that of others by co-operating with the safety and health policies and procedures of the department and complying with all provisions of the Occupational Safety and Health Act 1984.

### Role specific requirements

(The following outlines what experience and qualifications are required to fulfil this role)

- Diploma of Library and Information Services or approved equivalent with eligibility Library Technician membership of the Australian Library and Information Association (ALIA).
- Data processing skills and experience using Library Management Systems, including indexing and cataloguing
- Experience in the provision of document supply.
- Experience in geoscience or mining related or special library environment would be advantageous.

## **Capabilities Required**

(The following outlines the behaviours required to be demonstrated to perform this role)

- Meets objectives, follows up to ensure work is finalised.
- Responds under direction to changes in client needs and expectations, manages progress and keeps clients informed, provides prompt and courteous service.
- Adheres to the Code of Conduct and behaves in an honest, professional and ethical way.
- Works collaboratively with team members and external stakeholders and treats people with respect and courtesy.
- Shows willingness to learn and develop expertise to achieve goals and tasks set.

## **This position reports to:**

Senior Librarian

Position No: 00108492      Classification: SCL2

## **Positions reporting to this Role:**

This position has no direct reports

## ***Pre-employment requirements and further assessments that may be undertaken***

- 'C' Class Drivers Licence
- Pre-employment Medical
- National Police Clearance

## **Approved Date**

04-FEB-2020