

Library Officer

Schools

Position number	Generic
Agreement	Department of Education (School Support Officers) CSA Agreement 2019 or as replaced
Classification	Level 1
Reports to	Manager Corporate Services
Direct reports	Nil

Context

Information about the particular school or college in which the vacancy is being advertised is available on [Schools Online](#).

For further information about the Department of Education, please visit:
education.wa.edu.au.

Key responsibilities

- Provide general clerical and library support, including preparing correspondence, booking equipment and facilities, assisting with stocktaking and monitoring and ordering consumables.
- Ensure the library environment is safely maintained and at an acceptable level of tidiness, including the maintenance of equipment and displays, repairing damaged books and covering new books.
- Operate library systems which ensure library records are up-to-date, ensuring all new resources and deleted and archived items are recorded and resources are correctly bar coded.
- Maintain and process loans and returns of library resources in a timely and effective manner so they are accessible and available to students, staff and parents at all times.
- Deal with enquiries and guide students, staff and parents in locating library resources and information.
- Collect and receipt money in accordance with Departmental procedures, as required.

- Direct and coordinate the activities of library volunteers.



Selection criteria

1. Demonstrated good verbal and written communication skills, including application of customer service principles and practices.
2. Demonstrated good interpersonal skills and ability to work unsupervised and in a team environment.
3. Demonstrated ability to use computers and a range of application software packages, particularly databases, spreadsheets and word processing.
4. Demonstrated ability to provide administrative support and organise and prioritise tasks effectively.

Eligibility and training requirements

Employees will be required to:

- obtain a current Department of Education Criminal Record Clearance prior to commencement of employment
- obtain or hold a current Working with Children Check
- complete the Department's induction program within three months of commencement
- complete any training specific to this role required by Departmental policy
- complete the Department's training in Accountable and Ethical Decision-Making within six months of appointment.

Certification

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

ENDORSED

Date 24 February 2021 Reference
D21/0075967

