

## Job Description Form (JDF)

### Position details

Position title: Library Officer  
Position number: 70180200  
Classification: Level 3  
Physical location: Perth Metropolitan Area  
Award: PSA 1992  
Agreement: PSCSAA 2021  
Pillar: Corporate Services  
Directorate: Information Services  
Branch: Knowledge and Information Management

### Reporting relationships

Reports to: Librarian, (70180199) Specified Callings Level 1

#### **This position**

Direct reports: Nil

### Role summary

Provides daily operational and client service for Library systems and users. Assists with basic enquiries, acquisitions, accessioning, cataloguing, document delivery and operational maintenance of library facilities.

### 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

- Maintains the Library Management System (LMS) through the identification, addition and editing of holdings as unique bibliographic MARC records or through use of Libraries Australia National Database.
- Maintains acquisition, accessioning and processing of library materials using standard LMS procedures.
- Maintains circulation records, including borrower registration and overdue notifications; manages the remote storage deposit and retrieval process; manages the circulation of journal issues.
- Assists with the de-selection of appropriate library resources.
- Contributes to the development of procedures for the storage, maintenance, promotion and preservation of Library materials.
- Manages the document delivery service for internal and external requests, using electronic and manual request systems.
- Maintains document delivery records, charges and statistics as required.
- Provides a first level of contact and assists internal staff and the public with information requests and simple enquiries.

- Contributes to the evaluation and development of procedures for Library services to the client base.
- Ensures Library premises and resources are maintained in good order.
- Ensures the timely and accurate processing of all administrative requirements, including clerical duties such as managing incoming and outgoing mail and the Legal Deposit process for the Department's publications.
- Manages the shelving of returned and catalogued items and the promotion of new material and new item display.
- Maintains an up to date knowledge of library services issues and trends.
- Other duties as required.

## **Work related requirements**

In the context of the role:

### **Essential criteria**

#### **Role specific**

1. Experience in the use of Libraries Australia for cataloguing and in advanced automated Library Management System usage for acquisition, accessioning, MARC cataloguing and library enquiries.
2. Demonstrated experience in the provision of operational library services for a specialist user client base, supported by excellent computer skills.

#### **Core capabilities**

3. *Build effective relationships:* Well-developed interpersonal and communication skills to provide good customer focused services.
4. *Challenge for innovation:* Ability to develop practical and innovative solutions to problems.
5. *Think strategically:* Demonstrated ability to use initiative to resolve issues and problems, work with limited direction and meet deadlines.
6. *Deliver in a changing environment:* Demonstrated time management and organisational skills, including the ability to priority workloads and meet deadlines.
7. *Lead and empower others:* Ability to work collaboratively within a team environment and contribute to the achievement of team goals.

### **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**

- An acceptable National Police Certificate (police clearance) is required. If not currently held, must be acquired prior to commencement at applicant's expense
- Occasional travel to and from metropolitan and regional offices may be required.
- 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**

Endorsed by: Melissa Murphy

Position title: Managing Director, Capability and Performance

Endorsement Date: 16 November 2018