

Library Technician

Warnbro Community High School

Position number	00035310
Agreement	Department of Education (School Support Officers) CSA Agreement 2019 or as replaced
Classification	Level 2
Reports to	Community Librarian/Manager (Education Officer Level 2)
Direct reports	Nil

Context

Warnbro Community High School is a thriving Independent Public School catering for approximately 1200 students. We strive to develop the whole person – the intellectual, emotional, physical, cultural and spiritual self – Achieving Today for Tomorrow. Students are encouraged to be intellectually active and self directed within a vibrant educational community. Each student is provided with a wealth of opportunities to discover their talents, attain their potential and receive an education for life. Warnbro Community Library is a resource facility shared with the City of Rockingham, providing computer banks, interactive media and digital resources to support and promote Information Communication Technology in the classroom.

Information about Warnbro Community High School is available on [Schools Online](#).

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

Key responsibilities

- Provide an Information Communication Technology (ICT) service which includes online services, multimedia, audio visual equipment and digital equipment.
- Amend and retrieve monograph and serial catalogues.
- Create and maintain bibliographic records for Warnbro Community Library resources on library management system.
- Analyse data to produce reports.
- Produce publications and promotional material relevant to the library.
- Assist the Community Librarian to promote the use of ICT applications equipment and resources to students, staff and community members.

- Provide input to the development of training and technical support information for the use of information access, distribution, retrieval and control, internet and online services to all library users.
- Develop procedures for storage, maintenance, promotion and preservation of library and other school resources in consultation with the Community Librarian.
- Provide input into the development and implementation of operational policies and procedures, ensuring compliance with relevant legislation.
- Provide customer service to students, staff and community members by providing innovative workable solutions to a wide range of queries.

Selection criteria

1. Demonstrated knowledge and experience in library procedures, stock maintenance, copyright, interrogating databases and information access.
2. Demonstrated sound computer skills and experience in desktop publishing, preparing publications, reports and user training material.
3. Demonstrated experience in using library technology and equipment, computers, digital equipment, tablets and data projectors.
4. Demonstrated sound written, verbal and interpersonal communication skills, including the ability to work independently and constructively as part of a team.
5. Demonstrated sound conceptual and analytical skills, ability to think clearly and solve problems autonomously.

Eligibility and training requirements

Employees will be required to:

- hold a diploma-level or equivalent qualification, conferring eligibility for library technician membership of the Australian Library and Information Association
- 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 13 June 2022
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