



## Library Officer Schools

<b>Position number</b>	Generic
<b>Agreement</b>	<a href="#">Department of Education (School Support Officers) CSA General Agreement 2017</a> , or as replaced
<b>Classification</b>	Level 2
<b>Reports to</b>	Manager Corporate Services (Various)
<b>Direct reports</b>	Library Officer (Level 1)

### Context

Information about the particular school or college in which the vacancy is being advertised is available on [Schools Online](#). For further information, please visit: [education.wa.edu.au](http://education.wa.edu.au).

### Key responsibilities

- Supervise the day-to-day operations of the library and provision of reference, information and associated services to teaching staff and students.
- Administer library systems which ensure library records are up-to-date and library resources are maintained and processed so they are accessible and available to students, staff and parents at all times.
- Conduct library skills training and demonstrate the use of library equipment.
- Prepare procedure manuals for library equipment, as required.
- Assist students, parents and staff to select program and age appropriate materials.
- Prepare and monitor the library budget and make recommendations for new library resources.
- Coordinate the rosters for library visits.
- Provide technical advice on the library Information Technology system.
- Supervise the duties of subordinate library staff and/or volunteers.
- Supervise small groups of students outside lesson times or in class learning activities relating to the library.

- Monitor and manage staff leave entitlements to ensure accrued leave is cleared within a reasonable timeframe and in accordance with relevant awards, agreements and Departmental policy.
- Manage staff performance in accordance with the Public Sector Performance Management Standard and Departmental policy.



## 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, spread sheets and word processing.
4. Demonstrated experience in providing administrative support with the ability to 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 22 February 2021 Reference  
D19/0429287

