



## Job Description Library Technician South Metropolitan TAFE Level 2

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<b>Position Number:</b>	Various	<b>FTE:</b>	Various
<b>Division</b>	Org Services	<b>Agreement/Award:</b>	Public Service Award 1992
<b>Branch:</b>	<b>Library Services</b>		Public Service and Government
<b>Location:</b>	Various		Officers General Agreement 2017 or as replaced

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### Reporting Relationships

Senior Library Technician, Level 3

*Other officers reporting to the above office:*

Library Assistant, Level 1

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### Key Role Statement

This position assists the Senior Library Technician to provide a quality information service to South Metropolitan TAFE clients. The role is also responsible for delivering library orientation programs and conducting in-library training and information programs for staff and students as well as operating and maintaining effective library systems.

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### Key Responsibilities

- Provides reference information, referring complex inquiries to the Senior Library Technician.
- Instructs and assists clients in locating and using learning resources including using library technology.
- Operates and maintains effective Library systems, including circulation of library material, processing overdue notices and hold requests, and creation of student cards.
- Conducts library orientations, and assists with delivery of library skills education as required.
- Provides service at the library circulation desk, maintaining a customer focus.
- Ensures library premises and resources are maintained in good order.
- Records daily statistics
- Assists with collection management, including collection analysis, acquisition and deselection of appropriate library resources, both print and electronic, under the direction of the Senior Library Technician.
- Verifies bibliographic and purchasing information as required.
- Participates in the development of procedures.
- Behaves and formulates decisions in line with the Public Sector Code of Ethics, SMTAFE Code of Conduct and SMTAFE Values
- Other duties as directed, for example:
  - technical processing,
  - document delivery tasks
  - marketing of Library services and facilities,
  - financial activities and orders,
  - management of lost items.

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## Selection Criteria

### Essential

- Diploma of Library and Information Services or equivalent, or significant progress towards completion, or significant experience in a Library environment.
- Well-developed customer service skills, including the ability to relate effectively with people of all levels and backgrounds.
- Well-developed communication skills, including the ability to speak to groups.
- Current computer skills including library systems software and PC applications; Internet and online database searching skills; resource management skills.
- Ability to work as part of a team, working unsupervised at times, within agreed policy guidelines.

### Other Requirements

1. A current Working with Children Check
2. A Department of Education Nationally Coordinated Criminal History Check
3. May be required to work from any College campus
4. All South Metropolitan TAFE staff are to comply with Public Health Orders in relation to COVID-19 vaccinations and provide evidence of this status.

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## CERTIFICATION

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

Business Unit Manager		Managing Director	
Name:		Name:	
Signature:		Signature:	
Date:		Date:	