



Library Technician

John Tonkin College

Position number	00045144
Agreement	Department of Education (School Support Officers) CSA Agreement 2022 or as replaced
Classification	Level 2
Reports to	Manager Corporate Services (Level 6)
Direct reports	Nil

Context

John Tonkin College, centrally located in the City of Mandurah, heralds a new era for public education and provides outstanding opportunities for secondary students. The college offers a broad choice of courses and programs for Years 7 to 12 students in the Peel region as well as the southern metropolitan corridor. John Tonkin College is named after one of Australia's longest serving politicians, John Tonkin. The late John Tonkin was a teacher, then education minister and then Premier of Western Australia. He valued fair play, hard work, tolerance, patience and believed in correct and proper teaching that developed good relationships with students.

The MET Library provides services for John Tonkin College, John Tonkin College Education Support Centre, and South Metro TAFE.

Information about John Tonkin College is available on [Schools Online](#).

Visit education.wa.edu.au to find out more information about the Department of Education.

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 resources on library management system.
- Analyse data to produce reports.
- Produce publications and promotional material relevant to the library.
- Promote the use of ICT applications equipment and resources to students and staff.
- 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.
- Provide input into the development and implementation of operational policies and procedures, ensuring compliance with relevant legislation.
- Provide customer service to students and staff 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
- consent to a Nationally Coordinated Criminal History Check and obtain a current Screening Clearance Number issued by the Department of Education's Screening Unit prior to commencement of employment
- obtain or hold a current Working with Children Check
- complete the Department's induction program within 3 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 6 months of appointment and every 3 years thereafter
- complete the Department's Aboriginal and Torres Strait Islander cultural awareness online course within 3 months of commencement.

Certification

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

ENDORSED

Date 19 September 2024
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