

Library Officer

Schools

Position number	Generic
Agreement	Department of Education (School Support Officers) CSA General Agreement 2017 , or as replaced
Classification	Level 2
Reports to	Manager Corporate Services (Various)
Direct reports	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.

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

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