

POSITION DESCRIPTION



Date: 7 October 2025

1. Position Identification

Title:	Library Officer				
Position Number:	PE.RE.33	Level:	4/5	Agreement:	Shire of Exmouth Industrial Agreement 2025
Department:	Corporate and Commercial Services				
Section:	Community and Emergency Services				
Location:	Exmouth, Western Australia				

2. Reporting Relationships

Reports to:	Coordinator Community Development
Direct Reports:	Nil

3. Value Statement

Embrace and promote the values of integrity, accountability, respect and innovation.

- **Integrity**
We act with care and diligence - making decisions that are honest, impartial, timely and based on all relevant information.
- **Accountability**
We use Shire resources in a responsible and accountable manner that ensures the efficient, effective and appropriate use of resources and information.
- **Respect**
We treat people with dignity, fairness and recognise their interests and rights.
- **Innovation**
We strive for continuous improvement, embrace change and challenge the status quo.

4. Role Purpose

Reporting to the Coordinator Community Development the role of the Library Officer is to assist in providing an efficient, effective, accessible, customer-focused library service that meets the needs of the community.

5. Key Objectives

Efficiently operate the Exmouth Library under the direction of the Coordinator Community Development and provide a high level of customer service to library users.

Support the development of the library as a community hub fostering a love of literature and learning.

Plan and deliver engaging programs that promote inclusion, connection and participation in the community.

6. Key Responsibilities

Effectively manage the administrative functions of the library service including, but not limited to:

Provide a high level of customer service and respond to enquiries in a timely and efficient manner as a key member of the Shire of Exmouth customer service team.

Support the planning, promotion and delivery of programs which cater for the needs of the community. Encourage participation in programs with professional marketing and promotional material.

Collect, record and maintain statistics for programs and library services for reporting purposes.

Prepare suitable material to produce high quality and informative Library Newsletters using Canva.

Perform Service Desk duties, maintaining stock and membership records using Library Management System. Addressing reference and general enquiries to internal and external library customers.

Shelving library materials and maintaining general order and tidiness of library space.

Processing library stock exchanges from State Library WA and Inter Library Loans.

Monitor overdue reports and initiate recovery of items.

Receive and record Councils income from Library services

Participate in staff development including internal and external training

Provide information and digital tuition to patrons on library systems and e-resources.

7. Risk Management and Workplace Health and Safety

Participate, contribute and demonstrate personal commitment to safe practice and environmental awareness that is compliant with Duty of Care requirements under the Work Health and Safety Act 2020 and relevant regulations and guidance notes.

Identify potential hazards and take appropriate action in accordance with policies and procedures.

8. Qualifications and Work Experience

Mandatory Requirements

- Hold a current national "C" class driver's licence.
- Valid permanent Australian Work Rights.

Essential Requirements

High level of written and verbal communication skills.

Strong organisational skills.

Experience in information technology systems including ability to use Microsoft Office programs, Apps, e-resources and hand-held devices (tablets, mobile).

High level of and commitment to delivering excellence in customer service.

Demonstrate experience planning, promotion of and delivering programs.

Ability to obtain and hold a Working with Children Check (WWC).

Ability to demonstrate and support the values of the Shire of Exmouth.

Desirable Requirements

Previous experience in a library.

Previous experience using automated library systems.

Previous experience delivering children's programs, Story Rhyme and craft sessions.