

POSITION DESCRIPTION



Date: 26 May 2025

1. Position Identification

Title:	Library Officer				
Position Number:	PE.RE.33	Level:	4/5	Agreement:	Shire of Exmouth Industrial Agreement 2025
Department:	Community and Emergency Services				
Section:	Community Development				
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.
- Assist, mentor and provide on the job training to new team members and trainees.

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.
- Promote and deliver 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.
- Provide input into building, developing and maintaining a quality and diverse library collection in line with best practice,
- Undertake day to day activities including, shelving library materials and maintaining general order and tidiness of library space.
- Processing library stock exchanges from State Library WA and Inter Library Loans.
- Assist the Coordinator Community Development in planning activities to meet the Strategic Community Plan. This may include assisting with service delivery plans, council bulletin reports or business plans as required.
- 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.
- Writing and updating library policies and procedures

7. Risk Management and Workplace Health and Safety

Demonstrate a strong commitment to safe work practices and effective risk management in accordance with obligations under the **Work Health and Safety Act 2020 (WA)**, associated regulations, codes of practice and the Shire's policies and procedures.

This includes, but is not limited to:

- Ensuring, so far as is reasonably practicable, a safe working environment for employees, contractors, volunteers and visitors.
- Actively promoting and supporting a positive safety culture and leading by example in all work practices.
- Consulting and communicating with workers on matters relating to work health and safety.
- Identifying hazards within the workplace and ensuring appropriate risk assessments and control measures are implemented.
- Ensuring incidents, injuries and hazards are reported promptly and appropriately investigated to prevent recurrence.
- Ensuring workers are provided with appropriate Personal Protective Equipment (PPE) and that it is used where required.
- Ensuring safe systems of work are established, documented and followed.
- Ensuring employees are appropriately trained, competent and aware of their safety responsibilities.
- Ensuring appropriate supervision is provided to maintain safe work practices.
- Supporting and participating in injury management and return to work programs in accordance with relevant legislation and organisational procedures.

In addition, employees are expected to:

- Contribute to the effective implementation of the Shire's **risk management framework**.
- Identify, assess and report operational risks that may impact service delivery, safety, compliance or organisational objectives.
- Comply with all relevant legislation, policies, procedures and internal controls to support sound governance and risk management practices.
- Take reasonable care for their own health and safety and that of others who may be affected by their actions.

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 in the planning, promotion and delivery of 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

- Qualification in Information Management
- Previous experience in a library.
- Previous experience using automated library systems.
- Previous experience planning and delivery of programs, including; story, rhyme and craft time.

Note: The requirements and responsibilities in this position description are a general guide only and are not all inclusive. The Position Description may be reviewed at any time based on operational requirements.