Position Description – Library Services Trainee

Job Title	Reports To	Supervisory Responsibilities
Library Services Trainee	Library Services Coordinator	Nil

Applicable Award
Local Government (State) Award 2017

Overall purpose of the position

The Library Services Trainee will acquire skills through on the job training and TAFE study and apply those skills by assisting Council's Librarians to provide high quality library services that meet the educational, recreational and information needs of the Gwydir Shire community.

NOTE: Council does not guarantee continued employment beyond the completion of the traineeship.

Tasks and responsibilities
Assisting Council's library staff to:

- Ensure customers are served in a co-operative, courteous, prompt and professional manner, maintaining confidentiality and adhering to privacy legislation.

- Provide prompt and accurate responses to all telephone & email enquiries.

- Provide excellent reference and information services to the Gwydir Shire Community.

- Ensure that users of the library are aware of the conditions of use of library membership and monitor activities of users to ensure that they comply.

- Develop and maintain strong working relationships with the staff at Central Northern Regional Libraries.

- Provide support and instruction to members of the public in electronic information sources.

- Actively promote the library resources to the community.

- Prepare and deliver programs and activities as required.

- Coordinate book rotations as required.

- Internally, the position is required to liaise with supervisors and employees throughout the organisation.

- Externally, the position is required to liaise with members of the general public and Central Northern Regional Libraries.

Equal Employment Opportunity

The Gwydir Shire Council is an Equal Employment Opportunity Employer and appoints on the basis of merit. Merit is determined by assessing the applicant's abilities, qualifications, experience, work performance and personal qualities relative to the requirements of the position.

Requirements of the Role.

Essential

- Demonstrated experience in administrative and office skills, as well as proficiency in the use of computers and other office equipment.

- Well-developed interpersonal skills and good oral and written communication skills.

- A high degree of self-motivation, and the ability to work without direct supervision.

- Demonstrated commitment to delivering a high standard of customer service.

- Demonstrated skills in managing information in a discreet, professional and confidential manner.

Desirable

- Public library experience and/or experience in a similar work environment.

Employment Declaration

- I agree with and understand the requirements of my employment, as detailed in this position description.
- I have had the opportunity to ask questions regarding the terms of my employment and have received satisfactory answers.
- I understand that the above position description describes the general nature of my employment, and that other duties may be required of me upon request.
- I understand that I will not be asked to participate in additional duties that are unreasonable, or outside of my capability and training.
- I understand that I will receive in-house training in aspects of my employment that I am not currently proficient, in order to satisfactorily meet the position requirements.

- I will take reasonable care for my own health and safety.

- I will take reasonable care for the health and safety of others.

- I will comply with any reasonable instruction given by the GSC.

- I will cooperate with any reasonable policies and procedure of the GSC.

Printed Name: _____

Signature: _____

Date: _____

Position: _____