



## **Coomalie Community Government Council Position Description**

<b>Position Title:</b>	<b>Relief Library Officer (Adelaide River)</b>
<b>Department:</b>	Administration
<b>Reports to:</b>	Library Officer, Chief Executive Officer
<b>Key Relationships:</b>	
<b>Internal</b>	CEO, Finance Manager, Administration Staff, library staff.
<b>External</b>	Commonwealth and NT Government Departments, Community based organisations, Local Community, Contractors, Suppliers, and the General Public.

### **SUMMARY**

The Relief Library Officer will be responsible for providing efficient and effective frontline services by undertaking customer service duties at the Library, general administrative support and assisting with library programs to all ages in the community. The Relief Library officer will also assist in the management of stock (shelving library books, ordering consumables etc.) as required.

Carry out all duties in accordance with Council's policies and procedures.

## **ROLES AND RESPONSIBILITIES**

- Customer Service. Provide a high level of customer service to member of the public and all visitors to the Library.
- Library Operations. Maintain library records and circulation of library material.
- Specialised Library Services. Maintain and assist customers where necessary with specialized library services such as local history, online databases, Be Connected program etc.
- Inter Library Loans. Manage requests, loans and returns from external organisations as required.
- Established Practices. Maintain books in order on shelves in accordance with established practices. Assist the Library Officer with operational duties of the Library as necessary.

Additionally, you may be required to conduct other duties as directed by your coordinator or manager.

## **PERSONAL ATTRIBUTES AND SELECTION CRITERIA**

### **Personal Attributes**

- Reliable, motivated and organized
- High level of integrity and discretion
- Excellent interpersonal communication, especially with children
- Able to navigate Microsoft windows and good use of Microsoft Office
- Interest in promoting a learning environment

### **Mandatory Qualifications or Experience**

- NT Driver's License
- Working with Children Orchre' Card

### **Desirable Qualifications or Experience**

- Experience in a similar role
- Senior First Aid Certificate or ability to obtain
- Knowledge of (insert library system used)
- World CAT Library Management System