

POSITION DESCRIPTION

POSITION:	Collections Services Officer
SECTION:	Collection & Technologies Access
LOCATION:	Level 4, Geelong Library & Heritage Centre
AWARD CLASSIFICATION:	Band 4
POSITION DURATION:	Permanent Full-time
HOURS OF DUTY:	38 hours per week
CONDITIONS OF EMPLOYMENT:	Geelong Regional Library Corporation (GRLC) Enterprise Agreement (2013)
OCCUPANT:	Vacant
APPROVED BY:	Tineke Barry
DATE:	15 January 2016

POSITION OBJECTIVES

As part of the Collections Access Team provide efficient and effective workflows associated with the acquisition, cataloguing and processing of library materials in line with community needs.

Create and maintain accessible and accurate database records complying with set cataloguing standards.

As part of the Collections Access Team ensure that the community have timely and accurate access to materials.

Support the objectives of the Regional Library as identified in the Library Plan and in accordance with approved plans, policies, procedures and guidelines.

Effectively implement product development and management strategies and practices.

Positively contribute and participate as a member of the Collections Services Team by providing ongoing and regular feedback on collection services practices, systems and processes and their documentation.

ORGANISATIONAL CONTEXT

The Geelong Regional Library Corporation is one of Victoria's largest library networks covering some 5,500 square kilometres providing library and heritage services to four councils: Borough of Queenscliffe, City of Greater Geelong, Golden Plains Shire and Surf Coast Shire.

The network comprises a Central Library located in the heart of Geelong’s cultural precinct, a group of fifteen Community Libraries in urban, rural and coastal locations, two mobile library services and a community library service.

ORGANISATIONAL RESPONSIBILITIES

To contribute to the achievement of the vision, mission and goals through the strategies and actions articulated in the Library Plan

To adopt and model GRLC’s values embodied in the service principles articulated in the Library Plan:

- Intellectual freedom
- Equity and access
- Community focus and engagement
- Innovation
- Collaboration
- Workforce support and development
- Integrity and service excellence
- Good governance

To contribute to a creative, flexible and resilient Children’s and Youth Services team, Library Services and Customer Experience team and Geelong Regional Library Corporation team.

To work according to the Library’s values and service principles through individual and team actions.

To take reasonable care for your own health and safety and that of others who may be affected by your acts or omissions in our workplace.

ORGANISATIONAL RELATIONSHIPS

Reports to:	Collections Services Team Leader
Directly supervises:	N/A
Internal Liaisons:	Library Staff
External Liaisons:	Library users Victorian public library colleagues External suppliers, contractors and service providers Member Council staff Guests and visitors to the libraries

KEY RESPONSIBILITIES

1. Cataloguing

Copy and original cataloguing of print and non-print materials including the timely delivery of items on reservation.

Ensure the accuracy of the bibliographic database by performing authority file maintenance and correction of errors.

2. Acquisitions

Perform acquisitions functions including ordering and receiving on the system in a manner promoting good workflow and provide status reports to the Collections Services Team Leader as required.

Reconcile and disseminate materials invoices forwarded from Branch and Mobile Libraries.

Unpack deliveries received at RLSC and reconcile and disseminate invoices.

Catalogue and process serials as required.

Perform ad hoc ordering and associated tasks as required.

3. Processing

Perform processing functions as required using appropriate products and methods to facilitate prompt delivery of materials to Branch and Mobile Libraries.

4. Reference and Information Services

Provide timely assistance and advice to customers in locating information and materials.

5. People and Teams

Contribute to the successful operation of the Collections Access Team by assisting colleagues and senior staff in meeting stated goals and objectives.

Perform duties to ensure the efficient workflow of materials to Branch and Mobile Libraries.

Answer incoming telephone calls and respond to emails as required.

6. Organisational Responsibilities

Maintain excellent customer relations.

Complete all tasks within designated timeframes.

Ensure a high level of accuracy.

Ensure awareness and adherence to the Corporation's agreements, objectives, policies, procedures and operating guidelines.

Attend appropriate training and meetings as required.

Contribute to the successful operation of the library service by assisting colleagues to support and meet the organisational objectives, goals and strategies of Corporate Plans.

Effectively implement product development and management strategies and practices.

Adhere to Occupational Health and Safety Policies including assuming responsibility for the proper use of all safeguards, safety devices, personal protective equipment and other equipment provided for safety purposes.

Practice and promote EEO principles by treating fellow staff fairly and equitably and without discrimination and harassment.

Promote a positive image of the Library to the community through professional standards of personal presentation and through the provision of services/advice in a courteous manner.

ACCOUNTABILITY AND EXTENT OF AUTHORITY

Accountable for the efficient delivery of the key responsibilities outlined in this position description and has the authority to carry out these responsibilities.

Responsible for providing information and feedback relating to supply of Library Materials including delivery methods, policies, procedures and guidelines.

Responsible for the adherence to the Corporation's Privacy policy and any associated legislation.

Responsible for adhering to the Library's Occupational Health and Safety Policy including assuming responsibility for proper use of all safeguards, safety devices, personal protective equipment and other equipment provided for safety purposes.

Practice and promote the Library's EEO principles by treating fellow staff fairly and equitably and without discrimination and harassment.

Extent of authority governed by Library Policy.

JUDGEMENT AND DECISION MAKING

Duties are carried out within a defined range of objectives, procedures and guidelines. Selection of appropriate techniques may be required from the range available. Timely guidance and advice are always available.

SPECIALIST SKILLS AND KNOWLEDGE

Well-developed knowledge, understanding and practical application of cataloguing and processing standards, rules and methods.

Proficient in the use of Internet including accessing supplier databases.

Proficient in the use of automated Library Management Systems (LMS).

Proficient in the use of computer technology skills including Microsoft Office applications.

Ability to analyse and troubleshoot low level equipment and software malfunctions.

Awareness of current trends and issues in public libraries.

Ability to lift and carry light loads.

MANAGEMENT SKILLS

Efficient and effective planning and use of own time.

Ability to prioritise duties to meet organisational objectives.

Ability to manage change.

Ability to understand organisational context.

Ability to assist other employees by providing on the job training relating to areas of responsibility.

INTERPERSONAL SKILLS

Oral skills to gain the understanding and cooperation of library customers and library suppliers and communicate with colleagues in disseminating information, exchanging views and resolving problems.

Written skills to communicate with library staff and library suppliers relating to the position.

Ability, flexibility and motivation to work as a team member.

QUALIFICATIONS AND EXPERIENCE

Qualification which confers eligibility for Personal Membership - Professional of the Australian Library and Information Association.

Experience working in a library environment, preferably in a public library.

Experience in the delivery of technical services.

Current Victorian Drivers Licence.

KEY SELECTION CRITERIA

Qualification which confers eligibility for Personal Membership - Professional of the Australian Library and Information Association.

Experience working in a library environment, preferably in a public library.

Experience in the delivery of collection services.

Demonstrated proficiency in the use of information technology and software including LMS, Microsoft Office Suite and the Internet.

Current Victorian Drivers Licence.

TERMS AND CONDITIONS

The Collections Services Officer is classified as a Band 4 within the Geelong Regional Library Corporation Enterprise Agreement 2013 and the salary is currently \$56,081 to \$60,553 per annum plus superannuation.

Vision Super scheme is the default fund determined in the Enterprise Agreement. Annual, sick and long service leave accruals apply pursuant to the Enterprise Agreement.

The Enterprise Agreement 2013 provides for a spread of normal hours between Monday to Friday and Saturday mornings until 12 noon. Hours worked on a Saturday afternoon and Sunday will attract penalty rates.

A six month probationary period applies.

Appointment to this position is subject to the successful applicant being able to provide or willing to undergo a Police check.

SPECIAL CHARACTERISTICS

In line with operational requirements, work may be rostered at any service location within the Corporation and a component of evening and weekend may be required as part of the normal rostered hours of duty of this position.

Manual handling is an intrinsic physical requirement of this role. This includes:

- standing for significant periods of time
- continuous activity that involves movements such as lifting, bending, carrying and pushing.

JOB APPLICATION GUIDE

All applicants should carefully read the **Job Application Guide** located on the Employment page of the website, which provides further information and outlines the requirements when applying for a job with GRLC.

CLOSING DATE FOR APPLICATIONS

Sunday, 7 February 2016.