








Library Officer

Position Description

Date 30 January 2026

Version 1.0

Space to Grow

 Bolgart  Calingiri  Gillingarra  Mogumber
 New Norcia  Piawaning  Yerecoin

1. Position Details

Position:	Library Officer		
Department:	Finance and Administration		
Directorate:	Library		
Award:	Local Government Officers (WA) Award 2021		
Status:	Casual Fixed Term	Hours of work:	8 Hours

2. Position Overview

Position Overview:	<p>Responsible for the effective day-to-day operation of the Shire's library services, ensuring the provision of accessible, welcoming, and well-managed facilities that support lifelong learning, literacy, and community connection.</p> <p>The role delivers customer-focused library services including circulation, collection management, information assistance, and basic digital support, while promoting library programs and resources to the community. The Librarian contributes to maintaining a safe, inclusive, and orderly library environment and supports the Shire's broader community development and cultural objectives.</p>
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3. Key Duties/Responsibilities

To conduct the following responsibilities in the Community area, in accordance with the tasks within each Key Result Area:

Work Health and Safety and General Responsibilities	<p>Demonstrate a strong commitment to Work Health & Safety including risk management and must take all reasonable care in the performance of duties to prevent injury to self and others. Tasks include:</p> <ul style="list-style-type: none"> Perform work in a safe and healthy manner and abide by the Shire's and legislative safe work procedures, instructions and safety management practices. Correct or report unsafe situations, workplace incidents, accidents or damage and use safety equipment and devices as specified. Participate in activities associated with the management of workplace safety.
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	<ul style="list-style-type: none"> • Use appropriate personal protective equipment as directed. • Comply with the Shire's Risk Management Policy Procedures. • Must comply with the Council Work Injury Management Program.
Key Duties	<p>Library Services</p> <p>Overseeing library services at Mogumber.</p> <ul style="list-style-type: none"> • Select, acquire, catalogue, and maintain library resources (books, media, digital content), regularly reviewing to meet community needs. • Assist patrons in locating and borrowing materials. • Provide guidance on using library resources, technology, and databases. • Plan and deliver community programs (e.g. Storytime, book clubs, workshops) and roll this out to the other library sites. • Support educational and cultural initiatives for all age groups. • Assist patrons with computers, internet access, printing, and digital services. • Support digital literacy by guiding users in using eBooks, online catalogues, and other platforms. • Promote library services and encourage community participation. • Maintain borrower records and monitor overdue materials, ensuring library policies and procedures are followed. • Stay current with library trends, technologies, and best practices. • Participate in ongoing training and industry events. • Adhere to intellectual freedom, copyright, privacy, and local government policies. • Contribute to developing or updating library procedures and policies.
Other Responsibilities	<ul style="list-style-type: none"> • Provide support and accurate, timely response to requests for information in both written and formal means. • Responsible and accountable for the official records he/she creates and receives according to relevant legislation, policies and procedures. • Other duties consistent with the scope of this position.

4. Organisational Relationships

Directly reporting to:	<ul style="list-style-type: none"> Deputy Chief Executive Officer – Library Services 		
In Supervision of:	N/A		
Internal liaison:	<ul style="list-style-type: none"> Chief Executive Officer Economic Development Officer 	External liaison:	<ul style="list-style-type: none"> Ratepayers General Public Community Groups Progress Associations

5. Level of Influence

This section highlights the level of autonomy/ decision-making expected of from this role:

Work Health and Safety	<p>Responsible in communicating, reporting and raising any WHS related issues to relevant stakeholders including:</p> <ul style="list-style-type: none"> Staff Members CEO Deputy CEO, Other council Staff Members and General Public, <p>that may eliminate or isolate risk, for safe operations.</p>
Equipment maintenance	<p>In line with equipment manual, operator is responsible in ensuring equip upkeep and maintenance. Any issues, such as IT related issues, should be raised to the direct report – Deputy CEO.</p>

BELOW ARE MANDATORY RESPONSIBILITIES FOR ALL EMPLOYEES AT THE SHIRE

This position operates –

- under the direction of –
 - o Organisational – Chief Executive Officer
 - o Directorial – Deputy Chief Executive Officer
- within established Policies, guidelines and procedures of the Shire, and in accordance with the statutory provisions of the *Local Government Act 1995* and other legislation.

6. WHS Requirements

- Compliance with Work Health and Safety Act and Regulations
- Follow all Work Health and Safety requirements, guidelines, policies and procedures.
- Ensure own safety and avoid adversely affecting the safety and health of any other person through any act or omission at work.
- Undertake risk assessment, hazard identification and control and conduct accident/incident/near misses investigation and documentation.
- Assess possible hazards, recommend and initiate appropriate solutions.
- Report all accidents, incidents, near misses and hazardous situations arising in the course of work.

7. Local Government Act, Policies & Procedures

- Adherence to Council Policy and procedures, particularly those relating to but not limited to
 - o Code of Conduct
 - o Work Health and Safety
 - o Financial Management
 - o use of Shire assets and equipment
- Compliance with statutory obligations, including but not limited to –
- Local Government Regulations, including but not limited to –
 - o Purchasing
 - o Gifts
- State Records Act

8. Corporate Accountabilities

- **Human Resource Management & Leadership** – Participates in performance management processes; participates in Learning & Development activities including induction, recruitment, and succession planning.
- **WHS** – Ensure duty of care compliant with WHS legislation and follow all safety and injury management processes appropriately, including reporting injuries, accidents and near misses.
- **Ethical Behaviour** – Demonstrates a positive commitment and compliance with all EEO legislation covering all forms of workplace discrimination, harassment, victimisation and bullying, compliance with the Shire's Code of Conduct and all Shire's policies.
- **Records Management** - Ensures all documents are recorded in accordance with the Shire's Record Keeping Plan and policies and procedures. Ensures confidentiality is maintained at all times.
- **Budgets** – Manage the operational budget to ensure that expenses are controlled and monitored accurately. Report on budgetary deviations and develop strategies to enable forward planning as required.
- **Strategic Vision** - Articulates a clear picture of the future direction of the team and describes how current decisions will impact the ability to achieve this. Creates realistic schedules and assesses opportunities and problems to assist in achieving the Shire's strategic objectives as required
- **Values** - create a positive working environment while upholding the Shire of Victoria Plains Values:
 1. **Integrity** – we take responsibility for our actions in an honest and open way.
 2. **Courage** - we take steps to create new and better ways of doing business.
 3. **Accountability** - we take responsibility for decisions and actions to achieve outcomes.
 4. **Respect** - we consider and value the perspective and contribution of others.
 5. **Excellence** - we continuously improve our performance to achieve outstanding outcomes for the Shire of Victoria Plains.

9. Selection Criteria

Category	Criteria
Attributes	<p>ESSENTIAL:</p> <ul style="list-style-type: none"> • High degree of personal integrity. • Deal with matters in a confidential and professional manner. • Promote a positive image for council. • Ability to work amongst a team. • Flexible approach to work. • Attention to detail. • High regard to continuous learning and improvement. • Positive outlook and attitude. • High level of respect for work, customers and all team members. • Ability to work unsupervised and be self-motivated. • Ability to multi-task, working within given timeframes and constraints.
Qualifications	<p>ESSENTIAL:</p> <ul style="list-style-type: none"> • Current Working with Children Check or the ability to obtain one. • Hold a valid licence, C class or higher. <p>DESIRABLE:</p> <ul style="list-style-type: none"> • Experience or have some knowledge in the field of Library Officer
Knowledge	<p>ESSENTIAL:</p> <ul style="list-style-type: none"> • Working knowledge of Council's operations, services and facilities. • Developed knowledge of Microsoft Office Suite (word, excel and outlook). • Basic knowledge of Local Government in Western Australia. • Appreciation for the importance of workplace health and safety responsibilities of both the employer and the employee. <p>DESIRABLE:</p>

Experience	<p>ESSENTIAL:</p> <ul style="list-style-type: none"> • Experience in a similar position. • Experience in a busy customer focused environment • Experience in an administration role
Skills	<p>ESSENTIAL:</p> <ul style="list-style-type: none"> • Strong customer focus and commitment to providing quality customer service with demonstrated ability to relate to people from various backgrounds. • Communication and interpersonal skills characterised by patience, clarity and empathy at a personal, written and telephone level. • Maintain a high level of confidentiality and professionalism. • Ability to work in an area with changing and sometimes conflicting priorities. • Ability to actively listen to and action requests. • Literacy and numeracy skills with attention to detail and developed keyboard skills. • Perform sound organisational and time management skills to organise own work to establish priorities and meet deadlines.
Pre-employment	<p>ESSENTIAL:</p> <ul style="list-style-type: none"> • Medical Certificate ensuring fitness to carry out duties required of the position – may include drug and alcohol screening test. • National police Clearance Certificate not more than 3 months old. • Working with Children Card. • Proof of Working rights – eligibility to work in Australia.

10. Acknowledgement & Acceptance

This position description is aimed at describing the core output and not intended as a complete list of responsibilities, with the focus being on key outputs and flexibility.

I may be required to perform other duties that are consistent with my classification and skills set including temporary activities or projects.

My position is subject to continuing change and improvement of processes, practices, knowledge, skills and behaviors as expected by the Shire of Victoria Plains to ensure effective and efficient delivery level of high service and this position description facilitates this development that I will actively invest in.

The Position Description was reviewed by the undersigned persons and represents an agreed description of the position roles and responsibilities as at the date of employment and/or review process.

ACCEPTANCE			
Chief Executive Officer	Name: Sean Fletcher	Signature:	Date:
Deputy Chief Executive Officer	Name: Colin Ashe	Signature:	Date:
Employee	Name:	Signature:	Date: