

POSITION DESCRIPTION



**METHODIST
LADIES'
COLLEGE**

Library Technician/Assistant

Reports to:	
Head of Library and Information Services	
Department/Section:	
Library and Information Services	
Key Relationships:	
Internal <ul style="list-style-type: none">• Head of Library and Information Services• Director of Learning and Teaching Excellence• Students• Staff	External <ul style="list-style-type: none">• External providers• Parents• College community
Qualifications, Skills and Experience:	
Essential <ul style="list-style-type: none">• Relevant qualifications which confers eligibility for membership of ALIA as a Library Technician• Experience in the operation of Library Management Systems• Advanced ICT skills including working in a Windows environment and with Office 365 tools, plus a willingness to learn new platforms• Highly developed communication and interpersonal skills, and ability to build positive relationships with staff, students, parents, general public and professional networks• Highly customer focussed, friendly and responsive• Strong organisational and time management skills, attention to detail, and the ability to prioritise and adapt well to rapid change• Ability to work as collaboratively as a team member, and independently with a high degree of autonomy and initiative• A commitment to model, promote, and represent the College's Vision, Mission and Values at all times• Police Clearance Check• Current Working with Children Check• Current First Aid Certificate	
Role Responsibilities:	
<ul style="list-style-type: none">• Interact with library patrons to ensure they experience a welcoming and emotionally safe environment	

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- Supervise students and share responsibility for the provision of selected library services to students in the Walter Shepherd Resource Centre (WSRC) in the evenings from 4pm-6pm. (When staying until 6pm, the day will begin at 10.00am)
- Oversee the maintenance of the library management system and security system software and hardware in collaboration with the Head of Library and Information Services, including the syncing of borrower records, keeping authorities up-to-date for database integrity, and beginning and end of year procedures
- Share responsibility to maintain the physical environment of the library
- Promote and support the Library as a place of learning and developing a love of literature
- Oversee the management and operation of the circulation system and share in its implementation as required
- Supervise and train the Library Assistant and Library Technician/s in the K-12 Library team as required, and train College staff in the use of relevant aspects of L&IS systems.
- Oversee library operations staff, including operational staff roster, oversee the management of operational projects and tasks
- Oversee library operational procedures in coordination with the Head of Library and Information Services, such as the acquisition, processing, maintenance and deselection of print and digital resources, including subscription management and ordering of consumables
- Oversee the management of cataloguing duties and retrieval of records from online databases, data entry and modification, using the library management system for print and digital resources
- Assist the Head of Library and Information Services with the development and maintenance of the K-12 Library budget and records
- Assist with the provision of reference services to staff and students, including those involving the use of online information sources
- Assume responsibility for the provision of library services and duty of care of students in the absence of the Teacher Librarian
- Be responsible for preparing regular physical and digital displays and the promotion of resources, student work and significant events in cooperation with the Teacher Librarians and the Library team
- Assist with Library events and activities in collaboration with the Teacher Librarians
- Assist with the management of College resources and apply project management principles (in collaboration with the Head of Library and Information Services and the Library team) to the planning and implementation of special projects
- Oversee stocktake and the keeping of statistics to support strategic planning of library and information services
- Assist the Head of Library & Information Services to document standard operating procedures and support strategies to ensure L&IS staff adhere to them

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- Assist with the maintenance of the library website
- Rotate positions within the library as requested
- Implement productivity, quality and service improvements on a continual basis
- Understand and apply Occupational Safety and Health requirements in the workplace
- Be responsible for identifying areas for personal and professional learning and development.
- Develop professional networks
- Understand and comply with all College policies and procedures
- Undertake other duties as directed by Line Manager/s
- Model, promote and represent the College's Vision, Mission and Values at all times

Terms of Appointment:

Appointment Period: Permanent - Full time Annualised