

CARTERTON DISTRICT COUNCIL

EVENTS CENTRE STAFF

POSITION DESCRIPTION

JOB TITLE: Assistant Librarian/Library Assistant (Permanent Part Time 20 hours/week)

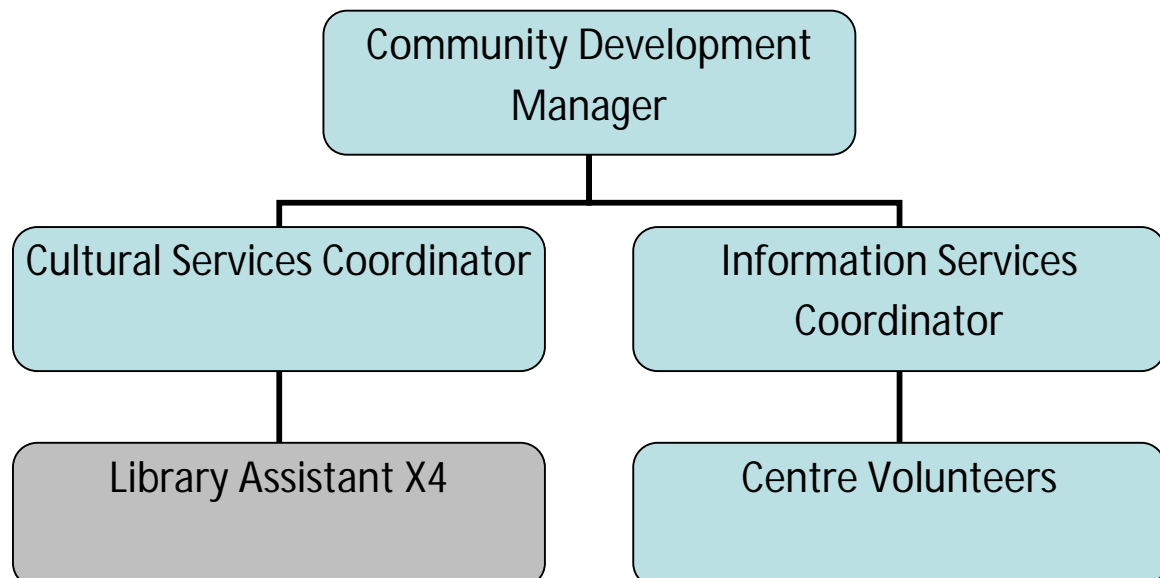
RESPONSIBLE TO: Cultural Services Coordinator and other Centre staff as directed from time to time

RESPONSIBLE FOR: Nil

POSITION PURPOSE: Provide library duties including front of house, circulation, interloan, serials management, shelving and book processing. Support for other library activities, especially in support of special projects and programmes. Some Events Centre duties.

DATE: 8 February 2012

ORGANISATIONAL CONTEXT



IMPORTANT FUNCTIONAL AREAS

INTERNAL	EXTERNAL	COMMITTEES/GROUPS
Community Development Manager Cultural Services Coordinator Events Centre staff Other Council Staff Voluntary staff	Wairarapa Library Service Staff from SWDC All Events Centre clients and members of the public	Nil

KEY RESULTS

- Library circulation functions operate smoothly and efficiently
- Library reserves are kept up to date and flowing; shelving is kept up to date; the library is kept tidy
- Maintain the library interloan service and the serials management system
- Assistance is provided to key library activities when required

JOB HOLDER IS ACCOUNTABLE FOR	JOB HOLDER IS SUCCESSFUL WHEN
Library circulation functions operate smoothly and efficiently	<p>Issuing, renewing and returning of library materials is 100% successful</p> <p>All information inquiries are answered to the clients satisfaction or referred to qualified staff</p> <p>Process all reserves according to library procedures</p> <p>Maintain the new book displays and the associated reserve system</p> <p>All returned items are returned to the correct place on the shelf</p> <p>Photocopy information and forms as required to maintain service efficiently</p> <p>New borrowers are entered on the LMS and provided with relevant library information</p> <p>Maintain new borrower files</p> <p>All staff are made aware of any situation that is likely to alter the efficient operation of any desk function</p>

<p>The library being maintained in a tidy and organised way that respects the library operating environment and enables clients to access collections safely and confidently</p>	<p>All library materials are shelved correctly and all library shelves are maintained in a tidy way</p> <p>The library shelves are shelf-checked once a day</p> <p>Any or paper or other rubbish being left on the ground, in book stacks or on furniture is tidied when seen</p> <p>The newspaper and magazine areas are kept tidy</p>
<p>Maintain the library interloan service and the serials management system</p>	<p>Record and process all interloans on receipt according to the library's interloan policy and procedures</p> <p>Process all magazines on receipt</p> <p>Maintain the library magazine circulation list and ensure magazines are circulated on receipt</p> <p>Process all newspapers on receipt</p>
<p>Assistance is provided to key library activities when required</p>	<p>Assist with covering and book repairs as required</p> <p>Assist with webcating when required</p> <p>Assist with holiday programmes as required</p> <p>Assist with special projects as required</p>
<p>Contribute to the smooth operation of the Events Centre</p>	<p>Taking bookings and giving advice on room and/or equipment availability and prices</p> <p>Refer Events Centre clients to the correct area or person according to their needs</p>

PERSON SPECIFICATION

Knowledge/Experience

- Proven communication skills; both oral and written
- Computer literate

- Proven administrative skills
- Understanding of library based systems; an interest in pursuing a library career
- Previous work experience in an office or the education environment

Key Job Competencies

- Accuracy in recording details.
- Excellent oral and written communication skills.
- Physically fit and active.
- Lateral thinker showing creativity and imagination.
- Mature, friendly and inviting manner in dealing with the public and other organisations.
- Ability to work in a changing environment.
- Able to work without supervision as part of a team

Hours of work:

Tuesday – Saturday 9.00am-1.00pm

Signed

_____ Incumbent _____ Date

_____ Manager _____ Date