Position Description
Library Assistant – Collection Development
Libraries and Creative Industries
Community Services
Logan City Council’s Purpose is to make a positive difference in people’s lives through the quality of the services we provide.

Our Goal is to be an organisation where our staff pursue excellence in all that they do with high levels of job satisfaction.

Our vision is to deliver an innovative, dynamic city of the future—one that offers social, environmental and economic health now and for future generations.

ABOUT THE LIBRARIES & CREATIVE INDUSTRIES BRANCH

The Libraries and Creative Industries Branch provides quality libraries and creative industry services that meet community needs. These services are provided through:

**Branch Management**
Providing overall management to the branch in respect to the areas of financial direction, customer service, leadership, culture and service delivery.

**Creative Industries program**
Making a difference through engaging our community in inspiring art and cultural experiences and opportunities.

**Library Client Services program**
Providing customer assistance in the delivery of free library services to the community.

**Library Technical Services program**
Providing library collections, resources, facilities and technology for the community.

Libraries and Creative Industries Branch embraces diversity and inclusiveness within our workforce that supports the cultures and aspirations of Logan’s community.
TITLE:
Library Assistant – Collection Development

POSITION NUMBER(S):
Fulltime: 5284, 5298, 5274
Casual: 5242

CLASSIFICATION:
Level 2/3

AWARD:
Queensland Local Government Industry (Stream A) Award – State 2017

REPORTS TO:
Collection Development Librarian – Electronic Resources

JOB PURPOSE
To ensure that the acquisition of all library items are performed in an accurate and proficient manner and to provide an effective and efficient interlibrary loan service.

EXTENT OF AUTHORITY
Level 2: This officer works under regular supervision with freedom to act within established guidelines.
Level 3: This officer exercises a degree of autonomy within defined guidelines, policies and procedures and are able to achieve outcomes with general direction from the Collection Development Librarian.

DIRECT REPORTS
Nil
COLLECTION DEVELOPMENT DUTIES

Provide support to the Council network of nine branch libraries by undertaking the purchase, receipt, and recording of all library items to a high standard and in an efficient and timely manner.

Level 2

Assist the Library Technical Services Program Leader and Collection Development Librarian in the purchase, receipt, and recording of all library items, ie books and related materials, audio-visual materials, and serials.

Perform tasks relating to ordering, accessioning, and deaccessioning of library materials as needed.

Create original bibliographic records and import and edit bibliographic records using the Library Management System in accordance with the current library standards for all library materials.

Check receipt of all items and update computer records accordingly and follow up non-receipt of items and outstanding orders through liaison with suppliers, claims and cancellations.

Level 3 (in addition to the level 2 responsibilities above)

Use bibliographic tools to assist in selection of material for patron requests.

Assist the Library Technical Services Program Leader with the selection process as delegated.

Be responsible for the coordination of standing order lists, requests and receipts from specified suppliers.

Be responsible for one of the following specific collection development functions:

1. Coordination of Interlibrary Loans and community language materials in accordance with current standards and Libraries Australia procedures.
2. Coordination of print serials purchasing including subscription renewals, receipts and cancellations.
3. Coordination of account payments, including processing all team invoices for payment, the raising of purchase orders and blanket orders; producing and maintaining accurate records and producing financial reports.

Performance Criteria

- Stakeholder/Customer satisfaction
- Feedback from your supervisor on your level of active participation in the role
- Timely and accurate statistics demonstrating productivity

TEAMWORK

Level 2

Actively contribute to team work through participation in staff meetings and team development opportunities.

Contribute to team effectiveness by building and maintaining professional working relationships with colleagues.

Be flexible in the workplace and have an ability to work positively in a dynamic and changing work environment.
Proactively adhere to Logan City Council’s Workplace Health and Safety obligations by maintaining personal safety and the safety of others.

Remain up-to-date with Libraries policies and procedures to be able to respond to queries from library users and act as relief staff in Libraries as required.

**Level 3 (In addition to the Level 2 responsibilities above)**

Provide training and guidance to fieldwork students and casual team members.

Perform tasks relating to ordering, accessioning, invoicing, processing interlibrary loans and deaccessioning as needed in order to assist or relieve other Collection Development staff.

**Performance Criteria**
- Feedback from colleagues
- Actively shares knowledge to benefit the Technical Services team and the wider libraries team
- Proactive approach to staying up-to-date with Council’s policies, guidelines and procedures
- Engages in personal and team development activities and opportunities

**ADMINISTRATIVE TASKS**

**Level 2**

Provide accurate statistics required for the monthly report.

Produce minutes and agendas for team meetings.

**Level 3 (In addition to the Level 2 responsibilities above)**

Maintain the Collection Development Procedure Manual.

**Performance Criteria**
- Timely and accurate statistics demonstrating productivity
- Proactive and organised planning and completion of administrative tasks
- Willingness to assist supervisor and team in administrative tasks as required

**OTHER**

The Council Leadership and Performance Capability Framework is used for managing and supporting performance and development.

Undertake any other duties as are reasonably within the limits of the employee’s skills, competence and training.
KNOWLEDGE, SKILLS AND QUALIFICATIONS

Literacy and general education standards as associated with secondary school leaving levels (Queensland – Grade 12) and/or commercial training supplemented by work experience (library experiences in a technical services function highly regarded).

Demonstrated ability to take a positive approach to change and to operate in a flexible working environment with a commitment to learning and continual personal and professional development.

Demonstrated ability to effectively work as part of a team using excellent communication and interpersonal skills.

Be self-motivated, willing to learn and demonstrate a high level of attention to detail.

Demonstrated communication and negotiation skills in dealing with internal and external customers.

Demonstrated ability to work independently, and make decisions within the bounds of allocated responsibilities.

SUCCESS PROFILE

Level 2

Collection Development – Demonstrated ability to purchase, receive and accession library collection items to a high quality standard.

Administrative Duties – Demonstrated digital literacy skills including experience using computers, knowledge of Microsoft applications (i.e. Word, Excel, Outlook) and skills in numeracy, verbal and written communication.

Teamwork – Proven ability to work effectively as part of the wider Libraries team using excellent communication and interpersonal skills, and promoting an effective, professional and safety-focused approach to this team’s duties.

Level 3 (In addition to Level 2)

Collection Development – Experience in applying best practice principles and technical expertise to ensure the completion of library collection development functions contributing to continuous improvement of Program outcomes.

Teamwork – Works effectively as part of the wider Libraries team, and brings a proactive approach to continuous improvement, offering their expertise and experience to improve the capabilities of the wider team.

Administrative Duties – Experience in developing, maintaining or updating Collection Development Procedure Manuals or similar documentation, and experience in producing timely and accurate statistical reporting.

REQUIREMENTS & POSITION SPECIFIC CONDITIONS

This position may be required to rotate within the Branch to work within any Logan City Council Library to enable Council to meet its operational requirements in those Libraries.

Progression from Level 2 to Level 3 is subject to the incumbent being required to perform all functions of the position, and demonstrating the ability to do so.

Applicants must undergo a pre-employment functional assessment and be assessed as able to carry out the duties and responsibilities of the position.
REVIEW

This position description was reviewed in May 2019 and may be reviewed again as Council’s organisation is developed or re-structured. Any future re-organisation of duties as a result of such changes will be discussed with the incumbent officer.