



Library Assistant February 2025

Celebrating our diversity

PO Box 1 / 37-39 Rose St, Manjimup WA 6258
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Library Assistant – F250031

Casual, \$40.54 per hour (inclusive of casual loading)

The Position

The Shire of Manjimup is seeking highly motivated individuals with exceptional interpersonal and customer service skills to join a pool of Casual Library Assistants. Employees will be drawn from the pool to provide relief work on an as needs basis across the Shire's four libraries located in Manjimup, Pemberton, Northcliffe and Walpole.

This role may be responsible for, but not limited to:

- Delivering rhyme time and story time activities with children under the age of five years;
- Assisting with delivering school holiday workshops, author events and other literacy-related activities as required.
- Delivering high quality and efficient library services;
- Representing the Library in a professional, courteous and effective manner;
- Assisting readers with inquiries in person, by phone or email;
- Assisting in accurately processing all library materials on a computerised system;
- Maintaining returned books, shelf order and the physical appearance of the library;
- Processing inter library loans to and from other libraries;
- Processing inbound and outward mail;
- Cleaning of library including mopping, dusting and emptying of bins; and
- Assisting at other Shire Libraries as required.

Selection Criteria

To be successful in this role you will need:

1. Previous experience in a library environment or similar.
2. Highly developed interpersonal skills including ability to operate in a team environment.
3. Experience in providing high quality customer service in a client-focused environment.
4. Highly developed computer literacy skills and demonstrated ability to learn new systems and processes.
5. Highly developed verbal and written communication skills.
6. Good time management and organisational skills.
7. A current Working with Children Check or willingness to obtain.
8. Relevant tertiary qualifications or experience in the Early Childhood Education sector (desirable).

To Apply

Visit www.manjimup.wa.gov.au for information about the position, including the position description, application details, information about the Shire of Manjimup, and benefits of the local community. For further inquiries, please contact Emily O'Neil, Human Resources Manager, at hr@manjimup.wa.gov.au or at 9771 7777.

Closing Date: 5.00pm Wednesday, 19 February 2025

The Shire of Manjimup reserves the right to commence interviews prior to the closing date.

How To Apply

Preparing your Application

Applicants who demonstrate that they meet the requirements for the advertised position, based on their application, will be considered for interview. For your application to be considered it **must** include the following:

1) Cover Letter

- A short statement highlighting experience and expertise relating to the position.

2) Selection Criteria Statement

- Describe your relevant skills, knowledge, experience, and qualifications that align with the position requirements and would support your successful completion of the duties associated with the role.
- Ensure each criterion is addressed separately in a clear, concise and relevant manner.

3) Resume (Curriculum Vitae)

- Name, address, email and telephone number.
- Education and Training achievements.
- Work history - including employment dates, duty details and achievements.
- Activities undertaken outside of work which you consider are relevant to the position.
- Names and contact details (email and telephone number) of 2+ referees who can (preferably) comment on work experience relevant to the position.

4) Supporting Documents

- Please provide only copies of supporting documents.

Applications

Late applications cannot be received by the Shire of Manjimup unless permission has been sought from Council prior to the closing date. Canvassing of Councillors will disqualify applicants. Applications can be:

1. Lodged online via the Shire application portal
2. Emailed; marked "Private & Confidential - CEO" to info@manjimup.wa.gov.au
3. Mailed to

<p><i>Benjamin Rose – Chief Executive Officer</i> <i>Shire of Manjimup</i> <i>PO Box 1, MANJIMUP WA 6258</i></p>
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Prior to appointment

The Shire of Manjimup will undertake confirmation of one or more of the following pre-employment conditions, based on the requirements of a particular position:

- Compliance with any State Government Directions for COVID-19
- Right to work in Australia
- Academic qualifications check
- Reference checks
- Worker's Compensation checks
- Pre-employment medical
- Criminal history check
- Working with Children check
- NDIS Worker Screening Check

The Shire of Manjimup is committed to the achievement of a diverse workforce and encourages applications from Aboriginal and Torres Strait Islanders, people from culturally and linguistically diverse backgrounds, young people, women and people with disabilities.

The Shire of Manjimup is an equal opportunity employer and provides a smoke free work environment.

The Shire of Manjimup complies with the requirements of the Human Rights and Equal Opportunity Commission Act (Clth) 1986 and applies the principles therein to the recruitment and selection process by selecting according to merit and by avoiding discrimination on the basis of race, gender, marital status, age, disability or any other legally protected attribute (so long as they do not contravene the inherent requirements of a position).

Position Description

Library Assistant

Directorate	Community Services
Department	Libraries and Cultural Services
Reports to	Manager, Libraries and Cultural Services
Direct Reports	Nil
Industrial Instrument	<i>Shire of Manjimup Enterprise Agreement (as amended)</i>
Classification	Level 2
Primary Location	Shire of Manjimup Public Library
Position Benefits	Nil

Position Objectives

- Represent the Library and its services professionally, courteously and effectively.
- Deliver a high quality and efficient library service under the direction of the Manager Libraries and Cultural Services and other Library and Shire employees.

Key Duties and Responsibilities

- Sing rhymes and perform story time activities with children under the age of five years; assist with school holiday programs, author workshops and other events as required.
- Shelve returned books to avoid delays.
- Assist readers with inquiries in person, by phone or email.
- Maintain shelf order and physical appearance of the library.
- Assist in accurately processing all library materials on a computerised system.
- Process inter-library loans to and from other libraries, promptly.
- Process and package both inward and outward mail.
- Maintain library and workroom in tidy order.
- Clean library; mop floors, dust, wipe benches and empty bins (Pemberton and Walpole).
- Other tasks as directed.

Physical and Environmental Demands

- Office based, physically demanding role; standing, sitting, walking, bending, lifting and reaching.
- Operation of a range of library equipment including computers, telephones, photocopiers and barcode scanners.
- Driving is an essential requirement.
- Use of computers is essential.

Extent of Authority

- Operates under general direction of the Manager Libraries and Cultural Services within established guidelines, procedures and policies of Council.

Skills, Knowledge, Experience and Qualifications

Skills

1. Ability to learn new systems and programs quickly.
2. Excellent communication and literacy skills.
3. Highly effective time management skills.
4. Highly developed interpersonal skills.
5. Ability to work without direct supervision.
6. High level of computer literacy.

Knowledge & Experience

7. Good understanding of library environment.
8. Good general knowledge (local knowledge desirable).
9. Previous experience working in a library situation.

Qualifications

10. Formal qualifications are desirable but not essential at this level.
11. Working with Children Check.
12. Current "C" Class Driver License.
13. National Police Clearance.