

School Library Technician

STATEMENT OF DUTIES

AUGUST 2016

Number	Generic
Portfolio	Schools and Early Years
Branch	Specified Learning Service
Section/Unit/School	Specified School
Supervisor	As specified
Award/Agreement	Tasmanian State Service Award
Classification	General Stream Band 4
Employment Conditions	Permanent/Fixed-term, Full-time/Part-time, up to 73.5 hours per fortnight. The occupant works only for the duration of school terms, consequently, leave and other benefits are paid on a pro rata basis. School Library Technicians are covered by prescribed award arrangements and all provisions including TOIL prevail.
Location	Statewide

Primary Purpose

Manage and operate the school library on a day-to-day basis. Undertake a range of client-focused school library services including the provision of technical advice and assistance to staff and students about access to publications and information generally. Manage and account for the expenditure of the library budget within school guidelines. Undertake technical duties including document delivery; acquisition of library materials; implementation of collection management procedures and bibliographic tasks such as cataloguing, record creation and amendment for library resources. Modify established solutions to procedural and related problems and issues. Resolve complex client enquiries.

Level of Responsibility/Direction and Supervision

Manage and run the school library and be responsible for the efficient and effective operation of school library services. Required to exercise high level initiative and judgement in monitoring work, dealing with issues associated with school library operating procedures, the application of school library policies and techniques; the application of policies and standards within TALIS procedures provided by State Library of Tasmania and the interpretation of enquiries.

Will be assisted in developing overall priorities by the supervisor but is expected to provide specialised technical knowledge and expertise as supervisor may not possess these skills. Expected to work without close technical or general supervision.

It is the responsibility of the occupant to actively participate, promote and model behaviours which are consistent with the Department's commitment to the safety and wellbeing of children and young people. This includes the prevention, identification and reporting of child abuse and behaviours which are not consistent with the Department's values.

The occupant is responsible for complying with all Agency policies and procedures, including those relating to fraud and corruption control, record management, confidentiality, conduct and behaviour, mandatory reporting, education, training and assessment.

The Department has a range of delegations across the operational portfolio's which include Finance, People Services and Support (HR) and Facilities. The occupant is responsible for ascertaining the delegations that are assigned to these duties and is expected to exercise any applicable delegations prudently and in accordance with a range of Acts, Regulations, Awards, administrative authorities and functional arrangements.

Primary Duties

1. Deliver and manage a high standard of school-based library services
2. Perform a wide range of specialised duties necessary to maintain school library and information services including some or all of the following:
 - amend, retrieve and maintain bibliographic records and holdings and construct basic records in accordance with national and international standards;
 - unsupervised original cataloguing;
 - maintain and provide technical support and training in the use of a range of multimedia and other equipment used in information access, distribution, retrieval and control;
 - apply established standards to the storage, maintenance and preservation of library materials;

- guide and assist students and staff in retrieving information;
 - gather and collate information for school staff;
 - manage and maintain the school library collection (monographs and serials) ; and
 - operate and maintain manual and automated library control systems.
 - digital recording and online delivery of resources such as Clickview's video-on-demand;
 - recording and transferring Austar and free-to-air programs onto DVDs for staff and student use.
3. Management and use of multimedia resources and equipment.
 4. Assist in the development and preparation and expenditure of the school library budget.
 5. Purchase books and materials that meet the school library needs, within an established budget.
 6. Manage a borrowing service for teachers and pupils.
 7. Supervise, mentor and provide training for less experienced staff, trainees and volunteers in technical procedures and prepare associated procedural guidelines as required.
 8. Apply quality assurance procedures as required.
 9. Undertake clerical duties associated with the above tasks that may include processing basic financial transactions such as cash handling, banking and register management.
 10. Supervise students within the school guidelines for library use.
 11. The incumbent can expect to be allocated duties, not specifically mentioned in this document, that are within the capacity, qualifications and experience normally expected from persons occupying positions at this classification level.
 12. In accordance with the *Work Health and Safety Act 2012* the incumbent will actively participate in and contribute to the maintenance of safe working conditions and practices, including the development and implementation of improvement initiatives, safeguarding practices and all mandatory training requirements.

Selection Criteria

The following specific selection criteria must be addressed by candidates. The nominated position objective and duties contained in this statement of duties must also be used to assist in the interpretation of these selection criteria.

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1. Demonstrated ability to achieve a high standard of customer service through high level interpersonal and communication skills and the capacity to convey technical information to staff and clients in a non-technical manner.

2. High level organisational skills and demonstrated skills of personal initiative, flexibility and motivation coupled with the ability to exercise high level judgement and work effectively in a team environment.
3. Demonstrated understanding of the function and use of technology in school libraries including an ability to construct records and accurately encode and interpret data from printed and electronic sources.
4. Well-developed knowledge of bibliographic tools and the principles of bibliographic control including the creation of bibliographic records.
5. Extensive experience and knowledge of library procedures including circulation, document delivery, stock maintenance and information access, together with an understanding of the role of the library in a school environment.
6. Ability to supervise staff as well as capacity to provide procedural and on the job training.
7. Demonstrated ability and qualifications to manage and efficiently run the school library with limited supervision.
8. A demonstrated capacity to commit to the Department's values, with the ability to apply them through individual behaviours and actions.

Requirements

Registration/licences that are essential requirements of this role must remain current and valid at all times whilst employed and the status of these may be checked at any time during employment. It is the employee's responsibility to advise the Department if there is any change to the status of a registration/licence. This includes notifying the Department of any new criminal charges or convictions and/or if a registration/licence is revoked, cancelled or has conditions applied.

Essential

- Current Tasmanian Registration to Work with Vulnerable People (Registration Status – Employment)

Desirable

- Diploma in Library and Information Services or a qualification equivalent to the Diploma

Working within the Department for Education, Children and Young People



Connection



Courage



Growth



Respect



Responsibility

Our values of **Connection, Courage, Growth, Respect, Responsibility** represent the foundation of our Department's culture and guide us in all that we do to ensure **Bright lives. Positive futures** for every child and young person in Tasmania.

We bring our values to life through our everyday behaviours and actions. We want to attract, recruit and retain people who uphold these values and are committed to building a strong values-based culture.

Our Department is committed to building inclusive workplaces and a workforce that reflects the diversity of the community we serve. We do this through a culture that ensures everyone is respected, and has equal access to opportunities and resources. We recognise and respect individual differences as well as people's career path, life experiences and education, and we value how these differences can have a positive influence on problem solving, team dynamics and decision making within our organisation.

We are committed to providing a safe workplace for all employees and have zero tolerance to all forms of violence, including child abuse and harm. The Department is a smoke-free work environment, and smoking is prohibited in all State Government workplaces, including vehicles and vessels.

Employment within the Department is governed by the *State Service Act 2000*. All employees are responsible for ensuring that the standards of behaviour and conduct specified in the State Service Principles and Code of Conduct are adhered to. All employees are expected to act ethically and with integrity in the undertaking of their duties. Employees who breach the code of conduct may have sanctions imposed.

The State Service Principles and Code of Conduct are contained in the *State Service Act 2000* and can be found on the State Service Management Office website at <http://www.dpac.tas.gov.au/divisions/ssmo> together with Employment Direction No. 2 *State Service Principles*. All employees must read these and ensure they understand their responsibilities.

All employees are expected to utilise information management systems in a responsible manner in line with the DECYP Condition of Use policy statement located at [Department for Education, Children And Young People: Information technology policies](#)

Commitment to Children and Young People

This is a Department built entirely for children, young people and their communities. Our ultimate goal is to work together to ensure that every child and young person in Tasmania is known, safe, well and learning. The child is at the centre of everything we do, and the way we do it.

The Department is committed to providing a culturally safe environment which upholds the safety and wellbeing of all children and young people in Tasmania. The Department's Safeguarding Framework, *Safe. Secure. Supported.* underpins this commitment.

All employees must demonstrate and model behaviours which value and respect children and young people, show a commitment to child safety and wellbeing, and display an understanding of the developmental needs of children and culturally safe practices relevant to their position.

APPROVED BY PSS DELEGATE: 960250 – Manager HR & Payroll Services – January 2010

Request:

Date Duties and Selection Criteria Last Reviewed: 11/20 TB
