

POSITION SUMMARY



PROGRAMS ASSISTANT (CCS590)

Directorate	Cultural and Community Services
Section	Library
Classification	Band 1, Level 4, Grade 4
Position Status	Permanent part time 22.5 hours
Commencing Salary Range	\$660.09 - \$693.51 per week plus weekend loading
Reports to	Programs Team Leader
Direct Reports	Nil
Work Location	Library - 70-78 Keppel Street, Bathurst, NSW, 2795

Position Purpose

The main purpose of this position is to provide high quality customer focused library services to the Bathurst Community and to actively participate as a member of the Bathurst library team in the delivery of the library services, activities and programs encompassing all ages. This position is also to participate in the planning and delivery of the mobile and home library services.

Key Responsibilities

- Assist with the day to day delivery of library services
- Assist library users to locate information and library materials
- Assist with the planning and delivery of library services, programs, activities and events
- Provide technology assistance: library catalogue, mobile devices, apps and other online resources and devices
- Provide back-up and assistance to other library team members and for special projects
- Assist with the delivery of the mobile and home library service to members within the LGA
- Participate in the marketing initiatives for library services, programs, activities and events

This document reflects the major elements and responsibilities of this position and is not designed to be prescriptive in nature. A full Position Description will be provided to candidates upon request or upon offer of employment.

Selection Criteria

Essential

- Minimum Year 12 Higher School Certificate or equivalent.
- At least 2 years' experience working in a customer service setting.
- High level communication skills.
- Demonstrated customer service skills and experience.
- Excellent computer skills including MS Office suite, digital apps and platforms, mobile devices.
- Proven ability to work cooperatively in a team environment.
- Working with Children's Check or willingness to acquire.
- Class C NSW Driver's Licence.

Desirable

- Experience in delivering library programs
- Experience in marketing and promotions

Expected Organisational Standards

- Follow defined WHS procedures
- Provide service to customers
- Work effectively in the local government context
- Work with others in local government
- Communicate in the Workplace
- Follow defined risk management policies and procedures
- Follow defined ethical guidelines from Council, including Code of Conduct
- Follow defined environmental sustainability guidelines.

Employment Conditions

- 22.5 hours per week
- Wednesday 1.15pm to 6.15pm; Thursday and Friday: 7 hours each day to be taken between 8.30am and 6.15pm as per roster; Saturday 10am to 1.30pm
- Probationary period of three months
- Four weeks annual Leave pro rata
- Long Service Leave after 5 years pro rata
- Superannuation of 9.5% paid by Council
- Medical and audio required as part of selection process, inclusive of drug & alcohol testing

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