



# Position Description

Non-supervisory Employees

<b>Position Title</b>	<b>Library Assistant</b>
<b>Section</b>	Community Engagement
<b>Division</b>	Strategy and Growth
<b>Reports to</b>	Library Manager
<b>Grade</b>	7
<b>Employment Status (FT/PT/Casual/Temp)</b>	Casual

## Position purpose

Assist in the provision of high quality library services to the Port Macquarie-Hastings Community

## Position specific responsibilities

The key duties you are expected to perform in your role.

- Provide reader's advisory services
- Provide high level of customer service including rostered front desk duties
- Book, magazine and audio visual processing
- Data entering
- Assist with activities and events
- Rostered work times at any branch
- Process financial transactions
- Participate in team meetings
- Any other related duties as directed
- Support and participate in Council's community engagement activities
- Any other related duties as directed, within the skills and scope of the role



## Expected behaviours

Port Macquarie-Hastings Council values are at the core of our work. It is expected that your conduct will reflect Council values, and your commitment to these values will be central to your successful performance as an employee of Port Macquarie-Hastings Council. The values based behaviours will form the basis for individual employee performance assessments.

## Values-based behaviours for Non-Supervisory Employees

Values	Expected Behaviour
<b>Communication</b>	<ul style="list-style-type: none"> <li>• I communicate with respect</li> <li>• I constructively contribute to team meetings, toolbox talks and conversations</li> <li>• I share information and ideas with colleagues</li> <li>• I ask questions if I don't understand</li> </ul>
<b>Accountability</b>	<ul style="list-style-type: none"> <li>• I always work in a safe manner, looking after my own safety and the safety of those around me</li> <li>• I am responsible for my own actions</li> <li>• I take initiative to progress my own work</li> <li>• I follow through on my work commitments</li> </ul>
<b>Professionalism</b>	<ul style="list-style-type: none"> <li>• I treat others with respect</li> <li>• I complete my work to the best of my ability</li> <li>• I take pride in my work</li> <li>• I am flexible and responsive to changing work priorities and issues</li> </ul>
<b>Integrity</b>	<ul style="list-style-type: none"> <li>• I act honestly</li> <li>• I understand and follow the law, rules, policies, guidelines and the Code of Conduct</li> <li>• I treat others the way I wish to be treated</li> <li>• I contribute positively to our work</li> </ul>
<b>Teamwork</b>	<ul style="list-style-type: none"> <li>• I look for, and am open to, new and better ways of doing things, together</li> <li>• I am an engaged and enthusiastic team player</li> <li>• I step in to help others when workloads are high</li> <li>• I cooperate with my team members and supervisors</li> </ul>



**Document Endorsement**

**Date**     15 May 2018                      **Group Manager**     Community Place

**Date**     25 May 2018                      **Director**             Strategy & Growth

I have read and understand the contents of the Position Description for my role. I will undertake the responsibilities and behaviours required of me.

**Employee Name**                      \_\_\_\_\_

**Employee Signature**                      \_\_\_\_\_

**Date**    \_\_\_\_\_