LIBRARY TECHNICIAN

POSITION DESCRIPTION

Position title:	Library Technician
Department:	Primary and Secondary School
Reports to:	Head of the Joan Reid Learning Centre / Principal

PRIMARY ACCOUNTABILITIES

The role of the Library Technician focuses on the operational and technical aspects of the library and information services. This can involve the operation and maintenance of systems that support the organisation and management of library and information services and resources. This position also entails assisting with Staff and student access to information.

KEY CONTACTS

Internal: Students and teachers

External: Parents, volunteers, suppliers

CANDIDATE SKILL/QUALIFICATIONS

Essential:

- An accredited Diploma / Associate Diploma in Library Technology or similar
- Knowledge, skills and a demonstrated capacity to undertake complex tasks
- An enjoyment of working with children and adolescents
- Ability to create a warm, welcoming environment in the library
- Knowledge of children and adolescent literature
- Very good organisational skills
- Highly developed interpersonal skills
- Self motivation and an ability to work without supervision

Desirable:

- Capable and confident communication skills
- Excellent written and oral communication skills
- A demonstrated ability to build relationships throughout the School.
- Knowledge of the Oliver system
- Knowledge of the ClickView and Sora platforms

RESPONSIBILITIES & TASKS

Automated Library System

- Create and run student clubs
- Responsible for the management and maintenance of the library system
- Data entry of resources and borrower records
- Report to the Head of the Joan Reid Centre on the system's performance

Circulation

- Circulate resources to staff and students
- Upload and maintain all borrower records
- Shelving of returned resources

Cataloguing and Processing

- Search SCIS Web and download SCIS data records for resources

- Upload records to Oliver
- Assist with the cataloguing of the Critical Literacy, JS Readers, music, media and digital photography collections. Liaise with and train relevant staff in borrowing procedures.

Learning Technologies

- Check records for accuracy and assign more subject headings and further descriptive information if necessary
- Assist students and staff with electronic and online information resources
- Maintain cleanliness of equipment

Audio Visual Equipment

- Cataloguing and processing of audio visual materials
- Instruct staff and students in the operation and use of a range of audio visual equipment
- Maintenance of equipment
- Assist in the evaluation and selection of Audio Visual equipment and supplies
- Book processing and covering

Digital Platforms

- Rectify any staff or student issues

General

- Assist with reference queries and other information retrieval
- Assist with printing and photocopying
- Assist with student supervision before/after school, recess and lunch
- Assist with class, small group and individual student bookings
- Answer the telephone
- Maintain the cleanliness and tidiness of the library
- Manage photocopier
- Assist in creating a rotation of inviting visual displays in the library

DUTY OF CARE

Maintain and promote the principles of Occupational Safety and Health within the workplace in accordance with policy, including taking appropriate action in relation to identified hazards and risks to ensure the safety of self and others

TENURE

This is an ongoing position to commence on 22 January 2027

GENERAL CONDITIONS

Unless otherwise agreed, the terms and conditions of employment are those of the Award

REMUNERATION

Annual salary is based upon qualifications and experience paid in equal payments throughout the year.

The Library Technician is not required to work during the school holiday periods unless otherwise agreed with the Principal.

Superannuation is the statutory 9%.

Hours of work are Monday to Friday, 8:30 am to 4:30 pm, with a 30 minute unpaid lunch break, unless varied to accommodate work practices or individual needs agreed to with the Head of Joan Reid Learning Centre and/or Principal.