

Position description

LIBRARY TECHNICIAN



REPORTING TO: Community Hub (Library) Manager

APPOINTMENT: Part Time (Ongoing)

CLASSIFICATION: PVCC Enterprise Agreement 2020

ABOUT THE COLLEGE

Plenty Valley Christian College (PVCC) is a kindergarten to Year 12, co-educational Christian College of approximately 870 students. We are one College with five sub-schools: Kindergarten, Early Years, Junior Years, Middle Years and Senior Years.

The College is set in a magnificent rural area with spectacular views to the ranges. Plenty Valley Christian College is committed to developing high quality effective Christian education and is an active member of a national network of Christian schools in Australia known as Christian Education National. We are committed to the establishment of a close partnership with parents in the education of their children. Our aim is to offer quality education with a fully integrated Christian worldview, develop a strong sense of community amongst the students, parents and staff with every staff member playing a role in the pastoral care of the students. PVCC offers the respected Arrowsmith Program.

EMPLOYEES

Staff at PVCC are selected on the basis of outstanding professional and personal qualities. Expectations include:

- Appropriate qualifications, training and experience for their role
- The ability to model the values and character qualities of biblical Christianity in their personal life and within the College community as part of their professional duties
- A demonstration of high standards of personal presentation, preparation, communication with other staff and parents, and respect for the ethos and protocols of the College
- A commitment to ongoing development and maintenance of a Child Safe culture within the College

THE ROLE

The Library Technician role is responsible for practical day-to-day tasks within the College libraries, including assisting students and staff find information, maintaining library resources and cataloguing. The Library Technician plays an important part in supporting teachers in the delivery of high quality teaching and learning programs and developing a love of learning in the students.

POSITION OBJECTIVES

To provide a high standard of service at Plenty Valley Christian College in accordance with College policies and procedures. As part of the Support Staff team, and as a member of a Christian learning community, the Library Technician plays a pivotal role in developing a love of learning in students in a manner that is consistent with the values of the College and Biblical principles.

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RESPONSIBILITIES

The Library Technician is responsible for assisting the Community Hub Manager to ensure that the College library spaces are well resourced, supervised and maintained to a high standard.

The Library Technician will:

- Model Christian leadership and promote the College and Christian education
- Provide a child safe environment in accordance with the child safe standards and obligations
- Maintain high standards of professional communication with all stakeholders

SPECIFIC DUTIES:

Typical duties of the Library Technician include (but are not limited to):

Management of library resources

- Shared responsibility for cataloguing of new library resources, including digital resources
- Involvement in development of policies regarding circulation of library resources
- Circulation duties as required using the library system
- Shared responsibility for maintaining the library OPAC and online resource guides
- Assisting with stocktaking and weeding of resources
- Shared involvement in covering, preparing items for use and the repair and maintenance of existing collection

Student supervision

In the absence of teacher/librarian, supervise students:

- Before and after school
- At recess and lunchtime
- Supervision of students using the community hub for private study and task completion

Technical/software support

- Provide one-on-one assistance/training for staff and students in the use of library programs especially the use of PVCC library portal access applications where required
- Assist students and staff in printing, scanning, emailing and photocopying documents
- Troubleshooting printer/copier problems

General duties

- Daily administrative tasks as required
- Promote reading and enjoyment of literature through displays, author visits and other initiatives
- Communication with parents regarding damaged/lost items
- Involvement in the review of procedures to ensure that efficiency and productivity are maintained and improved as needed
- Assist in the maintenance of bookings and organise for setup of furniture and equipment, for use of the Community Hub for events, classes and gatherings
- Assist with service at College events held in the Community Hub
- Shelving and maintenance of physical library spaces
- Assisting in the development of materials and for programs that enhance the College's reading

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culture and community building

- A mix of Primary and Secondary library duties, including assisting with classes and borrowing
- Commitment to ongoing Professional Development

Other Duties

It should be noted that this position description, although detailed, is not exhaustive and the Business Manager may, at their discretion, vary the responsibilities of the Library Technician as operational situations arise, consistent with this position within the College.

ACCOUNTABILITY AND EXTENT OF AUTHORITY

All staff at the College work closely within their assigned teams. The Library Technician reports directly to the Community Hub Manager on a day-to-day basis and to the Business Manager. The Library Technician has the authority to take such action as is necessary to ensure the health and safety of students are maintained within the College grounds and on approved activities outside the College. The Library Technician, in consultation with the Business Manager, may be responsible for making recommendations to the Principal on matters relevant to the operation of the group in which they are working.

ESSENTIAL SKILLS AND COMPETENCIES (KEY SELECTION CRITERIA)

Essential Requirements

- Supportive member of College spiritual life, including active participation in and occasional leading of, Christian devotions
- Exemplary display of Christian ethics and activity
- Good understanding of, and commitment to, the vision and philosophy of the College
- Relevant qualification and / or experience in library information management, information technology or similar
- Current Working With Children check (mandatory)
- Hold and maintain an approved:
 - Emergency asthma management qualification
 - Management of anaphylaxis qualification
 - First Aid Level II qualification

Specialist skills

- Ability to adapt to the changing library environment
- Love of literature
- Previous experience at a similar organisation highly desirable but not essential
- Experience and knowledge of library practices and procedures
- Excellent IT skills and knowledge of library databases
- Excellent communication skills, and the ability to relate to both students, staff and the wider community
- Demonstrated community and customer focus attributes, including the ability to respond promptly and courteously to a diverse range of service needs in a helpful manner
- Ability to promote the library to staff and students
- Experience communicating through multiple platforms, including Teams and Zoom
- Ability to build strong professional relationships
- Ability to manage time and prioritise tasks to achieve set outcomes

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Interpersonal skills

- Outstanding interpersonal and communication skills, with demonstrated ability to build relationships and rapport and interact effectively at all levels of the College
- Flexibility and commitment to teamwork and collaboration
- Interact with people on all levels and maintain a high degree of confidentiality and trustworthiness
- Punctuality
- A high standard of personal presentation and integrity
- Ability to work independently and as part of a close-knit team

COMPLIANCE RESPONSIBILITIES

All staff are required to comply with all policies, procedures and requirements for:

Risk management – report identified hazards that may pose a risk to employees or the public, and/or may give rise to an insurance claim, taking into consideration the risk for safety, security, vandalism, burglary/theft and fire/arson.

Occupational health and safety – take reasonable care to protect their own health and safety and the health and safety of others in the workplace – it is a requirement to immediately report any incidents, hazards or near misses to the relevant supervisor and actively participate in hazard elimination where required.

Equal opportunity – undertake work and activities in a manner that ensures the workplace is free from harassment, bullying behaviour and discrimination.

Code of conduct and dress code – comply with all standards.

The terms, conditions and other obligations of your employment are covered under the Plenty Valley Christian College Enterprise Agreement 2020.

This Position Description is a guide only and is not intended to be an exhaustive or exclusive list of the duties attached to this position. The Position Description is subject to review and modification in response to the strategic direction of the College, and the development of the skills and knowledge of the position.

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POSITION ACCEPTANCE

I accept the position description as stated above and acknowledge that it may need amending and updating periodically due to changes in responsibilities and organisational requirements. Changes to position descriptions will be in accordance with the position classification and consistent with the purpose for which the position was established.

Employee:

Name

Signature

Date

__/__/----

Manager:

Name

Signature

Date

__/__/----