



Library Technician

POSITION SUMMARY

POSITION TITLE:	Library Technician
AREA/DEPARTMENT:	Resource Centre
RESPONSIBLE TO:	Resource Centre Manager
ADDITIONAL KEY RELATIONSHIPS:	
FULL TIME/PART TIME:	Full time

REQUIREMENTS

Oxley Christian College Mission Statement

Oxley Christian College is a Christian school committed to excellence of teaching and learning through which students discover and develop their unique abilities in a secure yet stimulating environment. Each student is nurtured towards a personal faith in Christ, an understanding of Christian values and a commitment to serve God and his world.

Resource Centre Mission Statement

We are committed to excellence in serving the Oxley Christian College community by providing information related materials to staff and students, developing our clients' information skills and cultivating a love of literature. These outcomes will be achieved through the provision of a comprehensive and relevant range of resources, customer-focused services and a commitment to best practices.

1. General Objectives

- 1.1 To support and maintain the Christian ethos of Oxley Christian College by demonstrating a dynamic faith, unity of purpose and loyalty to all staff and adhere to the policies and procedures of the College.
- 1.2 To be an effective member of the Resource Centre team and provide excellent support to all staff and students by demonstrating the ability to work within a multi-disciplinary team, in a very busy environment.
- 1.3 To establish and maintain good and effective working relationships with other team members, teachers and other staff by recognising the contribution each makes to the college.
- 1.4 To share their passion for library and information services and lifelong learning in information and literacy by contributing to discussion and working with students and staff.
- 1.5 To value and strive for excellence by seeking to give one's best in all aspects of the role.

2. Role Description

The successful applicant will work as part of the dynamic K-12 team in the Resource Centre providing the technical support needed to maintain the effective functioning of the Resource centre.

Duties

- Work under the general direction of the Resource Centre Manager
- General administrative duties (for example, mail, typing, filing, maintaining supplies, photocopying, laminating)
- Undertake other duties as required

3. Customer Service

- Routine circulation desk duties
- Assist members of the school community to access print, audio-visual and electronic services, materials and facilities
- Answer ready reference and information enquiries
- Search and identify bibliographic material
- Collect, record and prepare information to support curriculum programs
- Distribute and process daily newspapers

4. Softlink – OLIVER database

- Undertake maintenance as required
- Cataloguing
- Overdue notices

SELECTION CRITERIA

Essential

5. Qualifications and Experience

- Library Technician qualifications as recognised by ALIA for professional membership
- Highly developed computer and keyboarding skills
- A background in working in schools

6. Personal Attributes

- Excellent customer service skills
- A creative flair (creation and display); an ability to run with/expand on ideas and link them to curriculum and literature
- Accuracy in work and ability to attend to detail
- Excellent written and verbal communication skills
- Versatility and flexibility to manage time and plan work accordingly
- Capacity to cope with change
- Enthusiasm about working with children and youth
- A desire to keep abreast of current developments in the library and information management field
- Knowledge of AV equipment and/or intranet development/maintenance

Desired

- Advanced internet search skills
- Web page design/management
- Knowledge of youth/children's literature
- Current or recent library experience

SPECIAL REQUIREMENTS

Attend the school's Open Day and all other school after hours functions as requested by the Principal (such as the Staff Dedication service at LMC).

DECISION-MAKING AUTHORITY

The Library Technician works under the direction of the Resource Centre Manager.