JOB DESCRIPTION FORM

JOB TITLE: **Librarian**	POSITION NUMBER: 11272	CLASSIFICATION: SCL1

AWARD PSA 1992 / PSGOGA	EMPLOYMENT TYPE Full Time Permanent
DIRECTORATE Perth Museums and Collections	TEAM Library
POSITION REPORTS TO Executive Director, Perth Museums and Collections	POSITIONS REPORTING TO THIS POSITION Library Information Officer Level 2

PURPOSE OF POSITION

Provides library services to museum staff and manages the collections of the museum library

CONTEXT

The Western Australian Museum is positioning itself through scientific and academic excellence, public programs and relevant exhibitions to keep pace with the rapidly changing face of Western Australia. The Museum has made a major contribution to the collection, conservation and research of the State's natural and social history, maritime heritage and the cultural heritage of Indigenous communities in Western Australia.

The Western Australian Museum is part of the Culture and Arts Portfolio, brought together by the Department of Culture and the Arts (DCA). DCA is the State Government agency responsible for the Government's support of management and development of arts and culture in Western Australia.

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STATEMENT OF DUTIES

1. Manages library and special collections across all sites
2. Catalogues, classifies and indexes the collections
3. Plans, develops and implements relevant policies and services
4. Manages the departmental resources effectively and provides strategic budget advice to line manager
5. Manages exchanges and loans of materials between libraries
6. Manages and maintains access to relevant electronic resources, library website and databases

Other duties as required with respect to the skills, knowledge and abilities of the employee.

Compliance and Legislative Knowledge

- Comply with Culture and Arts Portfolio Code of Conduct, policies and procedures and relevant appropriate legislation.
- Meet Occupational Safety and Health, Equal Opportunity and other legislative requirements in accordance with the parameters of the position.

WORK RELATED REQUIREMENTS (SELECTION CRITERIA)

Essential

1. A degree or higher level qualification in librarianship.
2. Demonstrated ability to identify client needs and expectations and provide training within a flexible and responsive service.
3. Demonstrated capacity to work independently and as part of a team with a positive approach to continuous improvement.
4. Demonstrated analytical and organisational skills at high level.
5. Demonstrated experience in library resource management including cataloguing, abstracting and indexing.
6. Highly developed interpersonal skills, including verbal and written communication, problem solving, liaison and negotiation.

KEY RELATIONSHIPS / INTERACTIONS

1. Works with staff to find relevant information and provide timely access to resources
2. Manages work flow and supervises the Library Information Officer
3. Provides strategic advice on the development of library systems
4. Interacts with other agencies and workers in external organisations
5. Supervises Library students on Practicum

KEY CHALLENGES

1. Maintaining service levels with rapidly escalating costs of books and periodicals
2. Providing a complete service covering a wide variety of disciplines and staff

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Desirable

1. Demonstrated experience in Special Library management
2. Knowledge of Inmagic DB TextWorks and Webpublisher

SPECIAL CONDITIONS

1. Standard Public Service allowances and conditions for field work
2. Availability to travel to regional operational centres of the museum

LOCATION

Welshpool

Manager Signature: .... *Date:* ...../...../........   *Employee Signature:* .... *Date:* ...../...../........