



Bremer Bay Community Resource Centre

Job Title:	Library & Events Officer	Job Category:	Administration
Department/Group:	Community Resource Centre	Job Code:	LEO2022
Location:	Bremer Bay	Travel Required:	As required
Level/Salary Range:	Level 1.1, SCHADS Award 2010	Position Type:	Permanent Part-Time
HR Contact:	Troy Treeby-Centre Manager	Date Posted:	14 th October 2022
Will Train Applicant(s):	Training Provided	Posting Expires:	30 th November 2022

Job Description

ROLE AND RESPONSIBILITIES

- To provide a library service of high quality to the users. This position will require management of library resources and reporting.
- To organise and promote events in alignment with our Department of Primary Industries & Regional Development (DPIRD) tender contract based on research into community event needs, to meet social connection, business support and educational outcomes for all age groups.
- To provide a high standard of customer service to tourists and customers who come into the Bremer Bay Community Resource Centre. This position will provide support to all the staff in the Centre with day-to-day duties, including the Licensed Post Office as required.

LIBRARY DUTIES:

- Check outside library box for returned books
- Process returns and issue items using the Spydus online Library Platform (training provided)
- Ensure kids area is left neat and tidy and check conditions of items
- Register new members and issue library cards as required
- Investigate grants for Library / kids resources
- Online kids activities / research other CRC's for idea's
- Search and order new books / games etc. for the library
- Keep track of the Library Budget / spending
- Catalogue new stock into library
- Evaluate items for discard or exchange return
- Plan and deliver client based programs i.e. Storytime, Rhymetime
- Develop and implement policies and procedures
- Maintain PLO profile
- Developing and implementing E-Smart Library guidelines
- Arrange and create visual displays
- Undertake minor repairs
- Order library consumables
- Contribute to Bremer Bulletin by writing library news pages and book reviews.
- Enter new client details & keep client base details updated
- Locate information in response to requests and arrange delivery i.e. ILLS
- Perform public relations work for library i.e. author visits
- Run overdue reports weekly
- Respond to complaints regarding library operations
- Educate clients and staff in usage of online e-resources i.e. Borrow Box etc...
- Liaise with SLWA and Albany Regional Library; attend regional meetings
- Keep up-to-date with current library information
- Arrange for purchasing of new internal infrastructure i.e. library shelving,

	<ul style="list-style-type: none"> • Load MARC records for exchanges in and accurately delete old Marc records i.e. regular State exchange & Large Print • Liaise with LGA i.e. Jerramungup Oral History project
EVENTS DUTIES:	<ul style="list-style-type: none"> • Planning, organising, promoting and evaluation of CRC events • Organising RSVPs for events • Set up and pack up events • Production and monitoring of surveys • Production of costing sheet for each event • Production of promotional products (e.g. Flyers, calendars and postcards) • Distribution of advertising (e.g. flyer drop and posters)
General CRC Duties:	<ul style="list-style-type: none"> • Collecting daily statistics • Relevant filing as required • Complying to OSH standards • Following BBCR&VC policies and procedures • Daily opening of the Community Resource Centre and/or LPO • Use of Square POS (including opening and closing for the day) • Answering phone/email enquiries in a friendly & efficient manner • Assisting customers/visitors in CRC, Gift Shop, LPO, Library as required • Restocking the Visitor Centre ensuring pamphlets are kept up-to-date and well stocked • Photocopying/Scanning/Printing/Binding/Laminating/Desktop publishing as required • Assisting customers with basic computer equipment • Assisting customers to utilise the Centrelink Access Point • Managing Venue/Equipment Hire bookings including assisting with setting up/packing away • Keeping the notice board up to date • Liaising with Shire representatives and any other government departments as needed • Bremer Bulletin Support when required • Assist with any other duties as required by the Centre Manager

ESSENTIAL SELECTION CRITERIA

- Demonstrated experience with Microsoft Office programs.
- Demonstrated experience with high efficiency and accuracy of typing and word processing
- Demonstrated digital literacy and computer proficiency
- Current Working With Children's Check or willingness to obtain one
- Current Police clearance on acceptance of employment
- Effective written and verbal communication skills
- Ability to manage changing work requirements and varying volumes of work
- Ability to work co-operatively and effectively within the Community Resource Centre team, and with Shire of Jerramungup staff
- Ability to manage multiple tasks simultaneously, manage and meet deadlines and maintain a high quality of work
- Ability to work independently and solve problems without regular supervision

DESIRABLE SELECTION CRITERIA

- Commitment to and enthusiasm for the local community
- Experience working in a library setting
- Experience working in an Administration setting
- Experience working with community groups/organisations
- Experience in event organisation & promotion
- Experience in communications through digital platforms i.e. Facebook, Instagram, WordPress, and Mailchimp etc...
- Experience in working in a community development setting
- Experience using library catalogue management systems such as Sydpus

Approved By:	Troy Treeby	Date:	11/10/2022
Last Updated By:	Troy Treeby	Date/Time:	14/10/2022

ACCEPTANCE OF JOB DESCRIPTION

EMPLOYEE

Name:

Date:

X

MANAGER

Name:

Date:

X