

Position Description

Position Title	Librarian Assistant
Position Number	1222
Directorate	Corporate & Community
Division	Business & Economy
Reports to	Librarian
Grade	HILL35G4
Date Reviewed	June 2026

Primary Purpose

The Librarian Assistant contributes to efficient customer-focused library services which deliver value to the Hilltops community by providing opportunities for lifelong learning, creativity, work, relaxation, and play.

This document describes the key responsibilities of the position and is not designed to be prescriptive. The incumbent will be expected to undertake other duties in addition to those described in this document. The incumbent will contribute to Council's vision as *"In 2030 the Hilltops is a thriving region offering a relaxed country lifestyle and diverse economy. We value and protect our friendly community spirit, pristine natural environment, and deep cultural heritage"*, and promote the values which support this: **Safety, Trust, Accountability and Respect**, and use these to guide decisions, actions and conduct.

Key Accountabilities

- Contribute to a safe workplace by complying with legislative and organisational Work Health and Safety requirements.
- Provide frontline customer service to members of the Hilltops community, including potentially working on Saturdays.
- Assist in the delivery of branch functioning practices including tasks such as membership, lending, mail, data entry, processing resources and office duties.
- Aid library patrons with research, location of materials and the library's digital technology services.
- Prepare and assist in the delivery of community-focused library activities, including children's programs and events.

- Maintain library materials and collection, ensuring appropriate presentation and strict cleanliness of library collections and service areas.
- Provide operational support to Council's Corporate & Community team, if required.
- Create and capture information in Council's designated databases to ensure legislative compliance.
- Contribute to the performance of Council by demonstrating professional conduct, making the best use of knowledge, experience & skills and being accountable for own decisions and actions.

Essential Criteria

1. Certificate III in Library and Information Services, or equivalent knowledge & skills gained through experience.
2. Contemporary experience in responding to customer enquiries, receipting payments and processing and entering data.
3. Experience in delivering programs and events in a small-group setting.
4. Current Working with Children Check (for paid employment).

Desirable Criteria

1. Experience working in the Local Government Sector or other Government body.
2. Experience in using Library Management Systems in a Public Library setting.

Decision Making

The incumbent has the authority to take any reasonable steps to ensure the achievement of agreed objectives set out in the relevant business plan. The role may have delegations from the General Manager as set out in an instrument of delegation. All decisions must be in accordance with legislation and Council policies & procedures. Decisions should be consistent with the objectives of Council's strategies & plans.

All staff have the power to stop work in circumstances that are deemed an immediate risk to health and safety until a satisfactory resolution is agreed and implemented.

Acceptance of the role

This position description is a broad description of the accountabilities, duties and required capabilities relating to this position. The role and position are dynamic and may evolve and change over time in line with changing strategic and operational requirements. Continuing development, change and improvement of processes, practices, knowledge, skills and behaviours are expected at Hilltops Council.

I have signed below in acknowledgement of reading, understanding and accepting the contents of this document. I accept that, with consultation, my duties may be modified by Hilltops Council from time-to-time as necessary. By signing, I agree to work in accordance with the requirements of the position and will abide by Hilltops Council's Code of Conduct, policies and procedures.

Name:

Signature:

Date: