



HINCHINBROOK
SHIRE COUNCIL

POSITION DESCRIPTION

Library Officer

At Council our position description reflects our core values which guide the work we do, ensuring a positive and productive environment while delivering high-quality services to our community. Each role is integral to upholding these values and contributing to the Council's mission and vision.

Position Title	<i>Library Officer</i>	Industrial Instrument	<i>Queensland Local Government Industry (Stream A) Award – State 2017</i>
Position Number	1199	Classification Level	3
Department	<i>Community and Culture</i>	Status	<i>Ongoing Full Time</i>
Branch	<i>Library</i>	Location	<i>Hinchinbrook Shire Library</i>
Directorate	<i>Corporate, Community and Development Services</i>	Direct Reports	<i>Nil</i>
Reports To	<i>Librarian</i>	Job Dictionary	<i>Nil</i>
Document last reviewed	<i>August 2025</i>		
Aim of Position	As a Library Officer, you will play a vital role in the efficient functioning of Council's library services. You will be responsible, with direction from the Librarian, for the planning, management and coordination of the Hinchinbrook Shire Library and Halifax Sub Branch; Heritage Collections and the coordination and delivery of associated events, workshops and activities for its patrons.		

Our Values

Our workforce aligns with the values of:



Opportunity

Embracing change, growth, and new possibilities.



Respect

Our people - Our heritage -
Our environment.



Strength

Together with integrity and purpose.



Accountability

Our actions – Our impact –
Our commitment.

Key Responsibilities

The key duties and responsibilities of this position include (but are not limited to):

- Assist in coordinating day to day operations for the Hinchinbrook Shire Library and Halifax Sub Branch ensuring adherence to Hinchinbrook Shire Councils Service Level Agreement for Public Library Services with Rural Libraries Queensland;
- Assist in the ongoing development of service standards including but not limited to Literacy, Multicultural, Disability and Children and Young Peoples service standards;
- Assist with the curation and support of Councils heritage collection housed within the Hinchinbrook Shire Library;
- Provide courteous and knowledgeable assistance to library patrons in locating materials, using library materials and answering inquiries;
- Assist in cataloguing and shelving library materials, ensuring accurate placement and organisation;
- Perform regular inventory checks and assist in the selection and deselection of library materials;
- Collaborate with the librarian to plan and execute library programs and events, such as events, workshops and reading promotions;
- Promote upcoming library events and encourage patron participation;
- Provide basic technical support to patrons using library computers, printers and other technology resources;
- Assist patrons with accessing digital resources, e-books and online databases;
- Ensure the library remains clean, organised, and safe for patrons; and
- Enforce library policies and procedures to ensure a safe and welcoming environment.

Other responsibilities

In addition to their primary responsibilities and outcomes, all employees are expected to fulfill secondary responsibilities and accountabilities as needed. This may involve supporting colleagues within their functional area or assisting other business units of the Council, as directed, within their skills and capabilities.

These secondary responsibilities may arise at short notice due to unforeseen operational requirements. However, where planned support is needed, reasonable notice will be provided whenever possible.

Qualifications, Skills and Experience

- Demonstrated experience in coordinating programs or events, with sound planning and time management skills;
- Transferrable experience to ensure the delivery of programs and activities that will support community engagement;
- Ability to work collaboratively within a team environment, as well as operate independently with minimal supervision;
- Sound level of communication and interpersonal skills suited to a customer service environment;
- Ability to engage effectively with people from diverse backgrounds and foster positive community relationships;
- Strong administration skills, including the ability to learn and apply new technologies as required;
- Physical capability to undertake manual handling duties;
- Eligibility to work with children, including the ability to obtain and maintain a current Working with Children Blue Card (mandatory);
- Current Queensland 'C' Class Drivers Licence (minimum P1);

Desirable

- Proven knowledge of Local Government; and
- Qualifications in Library Services or minimum (3) years equivalent relevant experience

Workplace Health and Safety (WHS)

Responsible for working safely at all times to protect own WHS and that of any other person in the workplace. This will include:

- Strict adherence to Personal Protective Equipment (PPE) requirements as per the WHS Induction and/or Council requirements;
- Abiding by Council WHS Policies, Procedures and training at all times;
- Complying with instructions given for WHS;
- Reporting any personal injury, third party or vehicle incidents or damage to your Supervisor immediately;

- Never operating machinery, equipment or vehicles under the influence of alcohol and/or drugs;
- Not wilfully or recklessly interfering with or misusing anything provided for WHS;
- Not wilfully or recklessly placing at risk the WHS of himself/herself or others; and
- Reporting any WHS concerns and hazards to your direct Team Leader or Manager and/or the WHS Coordinator immediately.

Disaster Management

- Undertake training as required to provide a proficient and effective service in Council's Local Disaster Coordination Centre; and/or
- Be available to provide an important role in disaster management response and recovery during and following activation of Council's Local Disaster Management Group in times of natural disasters.

Customer Service

- Response times are to be within the response standards identified in the Customer Service Charter;
- Treat both internal and external customers with courtesy and respect;
- Work according to agreed customer service standards within Council; and
- Contribute towards setting customer service standards within your team.

Acceptance of Position Description

I hereby agree to abide by Council values, policies and the *Local Government Act 2009* and that this position description clearly outlines the overall responsibilities, physical requirements and duties that are to be carried out as part of this role of which I agree to perform at the best of my abilities. I also understand that the position requirements represent the minimum requirements to perform the duties at the current level and may be updated as required to reflect business needs.

Employee Name		Signature		Date	
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