POSITION DESCRIPTION – LIBRARY INDIGENOUS SERVICES OFFICER

<table>
<thead>
<tr>
<th>Position title</th>
<th>Library Indigenous Services Officer (Identified Position)</th>
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<tbody>
<tr>
<td>Designation</td>
<td>Level 3 (Municipal Officer) ASTC EA</td>
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<tr>
<td>Position number</td>
<td>P2323</td>
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<tr>
<td>Responsible to</td>
<td>Special Collections Coordinator</td>
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<tr>
<td>Position status</td>
<td>Permanent, full-time</td>
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<td>Position description approved</td>
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Indigenous Identified Position

Due to the nature of this role, applicants are required to be an Aboriginal or Torres Strait Islander person. It is therefore a genuine occupational requirement under section 25 of the Anti-Discrimination Act 1991 that applicants are Aboriginal or Torres Strait Islanders.

Primary Objectives

- Development and deliver appropriate library resources, programs and services to Indigenous people, in a manner which recognises cultural diversity.
- Work as an integral part of the library team, providing quality customer service and completing duties of a diverse nature calmly and professionally.

Key Responsibilities

1. Plan, deliver and evaluate resources, events and services to Indigenous patrons.
2. Assist the Special Collections Coordinator in the development and maintenance of the library’s special collections, including the Alice Springs and Akaltye Antheme collections.
3. Liaise with the Library Programs Coordinator to design and deliver culturally appropriate events.
4. Provide quality customer service to library customers through daily shifts on the library floor and Information Desk.
5. Develop and strengthen the relationship between the Alice Springs Public Library and Aboriginal and community service organisations in Alice Springs, and the wider regional community.
6. Undertake other duties as directed, consistent with the primary objective of the position.
Supervisory Responsibilities
Nil

Qualifications
- Successful completion of NT Certificate of Education or equivalent
- Current ‘Working with Children Clearance’ (Ochre card)
- Current ‘C’ class Drivers Licence

Selection Criteria

Essential
1. Experience with providing effective services and support to Indigenous people in Central Australia, including a working knowledge of local Indigenous organisations.
2. Ability to provide quality customer service to a broad customer base.
3. Ability to carry out library duties including shelving, shelf reading, collection maintenance, end processing and repairs of library resources.
4. Ability to effectively assist in the planning, delivery, maintenance and evaluation of library resources, events and services.
5. Ability to effectively use – and assist customers in the use of software and devices including Microsoft Word, Excel, Outlook and the Internet.
6. Ability to liaise with community organisations.
7. Good written and verbal communication skills.
8. Availability to work weekend and evening shifts when special library events are being held.
9. Current Working with Children Clearance (Ochre card).
10. Current C-class driving licence.

Desirable
1. Experience working in a public library
2. Experience working in a cross-cultural environment.
3. Knowledge of the Alice Springs Public Library and its special collections.
4. Experience working with children and youth in an organisational environment.