



EXTERNAL VACANCY 2X CASUAL LIBRARY ASSISTANTS CORPORATE & COMMUNITY SERVICES

Level 1+ 25%

Queensland Local Government Industry (Stream A) Award – State 2017

Hourly Rate \$38.1578

Two opportunities exist within Mount Isa City Council for a **Casual Library Assistant** to join our team, to assist the City Library in the provision of an efficient and high standard of service to the Library's clientele to ensure an effective flow of information is provided to the community.

Council's City Library is open 6 days a week with a rotating roster for Saturday work requirements. To be successful for the position, you will be a motivated individual with flexible availability to cover a range of shifts from Monday to Saturday.

The successful applicant will have:

- Queensland Industry Blue Card (working with children) is essential;
- Certificate II / III in Library Services is desirable;
- Current QLD "C" class Driver's Licence or ability to acquire a licence prior to commencing in the role; (desirable)
- Required to maintain privacy and confidentiality at all times and the ability to exercise discretion in a professional manner essential;
- Well-developed interpersonal communication skills with a high level of customer service;
- Basic numeracy skills;
- Possess computing skills and understanding in the Microsoft Suite of programs is essential;
- A team approach and the ability to effectively operate in a multi-faceted unit where multi-tasking is often required to achieve outcomes;
- Self-motivated with time management, problem solving, ability to meet deadlines and decision-making abilities;
- Ability to perform processing tasks;
- Previous experience working in libraries and/or familiarity with automated library systems will be highly regarded;
- An understanding of Council policies, procedures and information systems;
- Experience in Libero Management system and Netloan preferable;
- Knowledge of workplace health and safety issues, duties and responsibilities applicable to this position.

Applicants will be required to undertake and pass a pre-employment medical.

Applications/Enquiries:

You will require the application form and Position Description to effectively respond to the Key Selection Criteria. Applications should be supported by full resumes, a completed application form and must address the Key Selection Criteria as detailed on the Position Description.

Applications Close 5:00pm on Wednesday 5 October 2022

David Keenan
Chief Executive Officer

PO Box 815 MOUNT ISA QLD 4825
Website: www.mountisa.qld.gov.au

"Mount Isa City Council is an Equal Opportunity Employer with a non-smoking work environment"

Applicants must be eligible to live and work within Australia



Mount Isa City Council

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