**Position Title:** Library Technician – 12 hours per week. One year contract. (Mon 9-1pm, Tues 9-1pm, Wed 9-1pm)

**HEW Level:** 4

**Reports To:** Library Manager – Veech Library

**Incumbent:**

**Date Updated:** December 2013

**Primary Position Purpose:** To support the efficient operation of acquisitions, technical services and serials; provide efficient and effective direct customer services for all users of the Veech Library.

**Position Responsibilities:**

- Process orders on the Library Management System (Aleph), place orders with selected vendors and invoice Library stock through Aleph.
- Assisting with arriving and claiming serials.
- Support technical services as required.
- Provide effective, efficient, positive professional circulation and information services to all customers of the Veech Library.
- Contribute to the overall development of the Veech Library as identified in the Veech Library Action Plan.
- Other duties as directed by the Library Manager.
Selection Criteria:

Ideal qualifications
- Associate diploma in Library Studies or currently undertaking higher degree
  Library studies with relevant experience.

Ideal career achievements and experience
- Proven excellent customer service skills.
- Proven experience in libraries especially in acquisitions, technical services or
  cataloguing.
- Proven experience working effectively in small teams.
- Experience copy cataloguing and/or original cataloguing.

Ideal knowledge and technical skills
- Experience working with invoices and invoicing.
- Demonstrated accuracy and attention to detail.
- Organized.
- Well developed Microsoft office skills
- Demonstrated experience using automated systems and electronic resources
  such as the internet.
- Knowledge of Library Management Systems.
- Understanding of OH&S obligations.
- Current knowledge of cataloguing rules and regulations, including DDC23 and
  RDA.

Ideal behavioral competencies and interpersonal skills
- Commitment to learning with a flexible, positive approach to work.
- Excellent problem solver.
- Self motivated.
- Excellent verbal and written communication skills.
Approved (President CIS): 

Agreed (Incumbent): 

Date: 

Date: