



Nagle College Bairnsdale

Position Description

Position: Administration Officer - Library (Technician)
Education Support – Category B, Level 2
Part time 0.66 FTE

Reports to: Library Services Coordinator

Mission

'A Faith Filled Learning Community, Striving for Excellence'

In accordance with the College Mission Statement Nagle College is a dynamic and effective learning community that promotes creative teaching and learning through a challenging and relevant curriculum permeated by Catholic values and the pursuit of academic excellence.

Persons employed at Nagle College are expected to fully support the aims and objectives of a Catholic School and ensure that all aspects of their responsibility are in accord with the mission of the College as part of the Catholic Church.

Job Scope

The Administration Officer – Library (Technician) is a part time ongoing role and provides assistance to and support for the Library Services Coordinator in all aspects of, organizing and maintaining a diverse collection of resources. Interaction with staff and students is a major component of this role. This role also provides support for other functions such as school photo's/ID Cards, Photocopier jobs/supplies and some Audio-Visual tasks and equipment.

Key Responsibilities:

Library Responsibilities

- General administrative assistance to the Learning Centre and Library Technician, including cataloguing, processing, maintaining databases, circulation control, collection control, stock control and shelving.
- Covering breaks for recess and lunch for the Circulation desk duty.
- Manage borrowings and returns of all resources and overdue items (books and equipment).
- Ensuring all learning centre resources are efficiently maintained and supplied.
- Assist students and staff with catalogue searches, media resources and other on-line resource searches.
- Monitor student behaviour in the Learning Centre and study rooms.

Other Responsibilities:

- Support students in the use of ICT, College data systems and software (especially Library systems) within the library environment including the use of technology to research using on-line resources.
- Perform system administration role for Library software systems (e.g., Library Management System, Video Content Systems, ClickView, and Borrow Box software). Provide support, advice and training to staff and students on the use of these systems.
- Manage digital resources (e.g., Audio books, eBooks, digital) and their integration with the LMS.
- Assist administration and teaching staff with bulk photocopy jobs on an ad hoc basis as required.
- Monitor multi-function devices (photocopiers) within the Learning Centre ensuring toner and paper levels are maintained and ensure the printing area is kept neat and tidy
- Support the efficient running of college events (e.g., Masses, Assemblies) by receiving and arranging audio visual content for presentations (e.g., PowerPoint) and assisting with the delivery of presentations at the events.
- Co-ordinate the provision of data to school photographers and processing of student and staff ID photos into the various College systems including bulk year level uploads, new staff and students and distribution and management of ID cards. Assist with school photo day.
- Assist with managing the school's photo store and some AV equipment.

Commitment to Child Safety

- Be familiar with and comply with the school's child safe policy and code of conduct and any other policies or procedures relating to child safety.
- Demonstrate duty of care to students in relation to their physical and mental wellbeing.
- Assist in the provision of a child safe environment for students.

General Duties

- Contribute to a healthy and safe work environment for yourself and others and comply with all safe work policies and procedures.
- Attend staff meetings, Mass, and Personal Development days.
- Demonstrate professional and collegiate relationships with colleagues.
- Any other duties as requested by the Principal.

Organizational Relationships

The Administration Officer – Library (Technician) has a number of key internal and external relationships.

Reports to: Library Services Coordinator (day to day), Deputy Principal - Student Programs and Staffing

Internal liaisons: Teaching and non- teaching staff and students

External liaisons: Suppliers and service providers

Judgement and Decision Making

The Library Assistant position requires employees to exercise judgment to identify, select and apply the most appropriate available guidelines and procedures

Skills & Competencies

- Demonstrate a high level of understanding of the Catholic ethos of the College and the ability to transform this into practice.
- Skills to handle confidential information in an appropriate manner.
- Previous Library administration experience and/or Library Technician or equivalent qualifications would be an advantage.
- Ability to administer Library Management (Software) Systems and competency in Microsoft Office applications.
- Have an understanding of databases and the need for data integrity.
- Ability to assist students and staff to research information both within the Library and online.
- Working knowledge of computer components and operating systems and the ability to troubleshoot problems.
- Excellent interpersonal skills combined with good verbal and written skill ensuring the ability to work effectively with both staff and students.
- Effective time management & organisational skills combined with the ability to prioritise workload.