



POSITION DESCRIPTION

Position Title	Community Resource Centre Officer
Division	Administration Employee
Reports to	Deputy Chief Executive Officer
Position Classification	Level 5 Shire of Laverton Enterprise Bargaining Agreement 2017

POSITION OBJECTIVES

- To establish and maintain procedures and practices to ensure effective and efficient management and administration of the Laverton Public Library service in accordance with the requirements of the State Library of Western Australia and the Shire of Laverton.
- To assist the Community Resource Centre Co-ordinator to provide programs and services at the Laverton Community Resource Centre.
- To perform duties as a Licencing Officer for the Department of Transport Licencing Agency.

POSITION COMPETENCIES

Skills

- Good time management and organisational skills.
- Good communication skills.
- Well-developed public relations and customer service skills.
- Above average computer skills.

Knowledge and Behaviours

- Working knowledge of Department of Transport Licencing Agent Systems.
- Working knowledge of receipting procedures.
- Knowledge of State Library of WA operations.
- Being self-motivated and proactive to produce a positive outcome.
- Developing knowledge of Council's organisational structure and function.

Experience

- 1-2 years' experience in similar position preferred but not essential.

Qualifications and/or Training

- Hold or able to obtain a current Working with Children Check.
- “C” class licence – desirable.
- Sound literacy and numerical skills.

KEY DUTIES AND RESPONSIBILITIES

- Ensure the Public Library Service’s daily operations comply with the requirements of the State Library of WA and Council
- Promote the use of the Library Services.
- Project and promote the desired image of the Community Resource Centre both efficiently and courteously.
- Respond effectively to telephone, email and counter (in-person) enquiries in respect to Library and Community Resource Centre matters. .
- Carry out the duties as a Department of Transport Licencing Agency Officer.
- Any other duties as directed by the Community Resource Centre Co-Ordinator or the Deputy Chief Executive Officer. .

ORGANISATIONAL RELATIONSHIPS

Responsible to:

- Community Resource Centre Co-Ordinator; and
- Deputy Chief Executive Officer

Internal:

- All staff, as required

External:

- Council
- State Library of WA
- Dept of Transport
- Various Community Service Providers
- The general public
- Other Local, State & Federal Government Departments and Agencies

EXTENT OF AUTHORITY

Works within the confines of Shire standards and procedures, under regular supervision of the Community Resource Centre Co-Ordinator and the Deputy Chief Executive Officer.

SELECTION CRITERIA

Essential:

- Good time management and organisational skills.
- Good communication skills.
- Well developed public relations and customer service skills.
- Above average computer skills.

Desirable:

- Working knowledge of the local community.
- Developing knowledge of Council's organisational structure and function.
- Working knowledge of the Library Board of Western Australia Act 1951
- Hold a current Western Australian "C" Class driver's licence.

I have read and understood the requirements of this position and I accept the duties of the role as outlined in this position description.

Name: _____

Signed: _____ Date: _____