

POSITION DESCRIPTION

LIBRARY SHELVING ASSISTANT

POSITION OVERVIEW

Location	Masterton
Business unit	Library and Archive
Reporting to	Library, Assistant Manager
Directs reports	N/A
Delegated responsibility	N/A
Salary range	\$20 gross per hour

OUR COUNCIL

Working at Masterton District Council means being part of a motivated, professional, and customer-focused team in one of New Zealand's most beautiful districts. Our people play an integral role in delivering services for our community and we are focused on both 'what', and 'how' we achieve our goals. Our values help us build a workplace culture that is challenging but fun, because enjoying coming to work is important!

We want to be the best provincial council in New Zealand.

Key to this:

- We are an employer of choice in the Wellington Region
- Our staff recommend us to their family and friends

OUR VISION

Masterton/Whakaoriori: Providing the best of rural provincial living.

OUR VALUES

HĪKINA TE MĀNUKA	By figuratively lifting the 'mānuka' we show that we are responding and rising to challenges by being innovative , hard-working, and collaborative .
MANA TĀNGATA	Our organisation recognises the diversity and individuality of each of our staff members. We act with integrity and respect each other's lived experiences and the value they bring to the workplace.
HE TOA TAKITINI	Every staff member is a crucial part of the team that makes up Masterton District Council. We trust and support each other to succeed by drawing on our collective strengths.

TETIRITI O WAITANGI

The Treaty of Waitangi

We are committed to the principles of Te Tiriti o Waitangi / Treaty of Waitangi: partnership, participation, and pro-active protection. We recognise Tikanga Māori values in the workplace and community and know we can do more.

MY DEPARTMENT

The Library and Archive Team

The library and archive service provides a learning environment where people can access resources that increase their skills and knowledge and preserves and promotes the historical records of the Wairarapa. This empowers the community and allows greater connection to our culture and heritage.

MY ROLE

The NAME OF POSITION:

This position is designed to offer students the opportunity to experience library work with the view to pursuing it as a vocational occupation. The position is 10.5 hours a week on a set roster: Monday and Wednesday 3:30 to 5:30, Thursday 4:00-6:30 and Saturday 9-1.

The position of Library Shelving is responsible for:

- shelving library materials, shelf maintenance, performing clerical tasks and keeping the library neat and orderly; and
- assisting the Children and Youth Services Librarian with programmes throughout the year.

MY KEY RESULT AREAS (KRAs)

Shelving	<ul style="list-style-type: none">• Returns materials to the shelves in accurate order and makes sure materials are in correct location (shelf-reading)• Straightens library materials on shelves and tidy's the library while shelving
Other duties	<ul style="list-style-type: none">• Assist customers in locating materials• Helps the Children and Youth Librarian with programming during the summer reading programme and school holidays

MY HEALTH AND SAFETY RESPONSIBILITIES

Health, Safety, Wellbeing Staff	<ul style="list-style-type: none">• Always ensure your own and the safety of others• Comply with policies, procedures and safe systems of work• Report all incidents/accidents, including nears misses, in a timely fashion• Actively participate in the hazard management and identification process• Escalate risk as per the Risk Management Policy
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MY OTHER RESPONSIBILITIES

Self-Management, Training and Development

- Set realistic goals for own performance
- Undertake change based on regular self-evaluation and feedback
- Identify opportunities for personal and professional development and growth
- Undertake both internal and external training identified as relevant to the role

Policies and Procedures

- Comply with the Council's Code of Conduct, Staff Manual including its Policies and Procedures at all times
- Ensure the implementation and compliance with the Council's Code of Conduct and Policies and Procedures, within all areas of responsibility

Other duties

- All duties must be carried out to the prescribed timeframes, systems, quality, and standards and to the satisfaction of your (SLT) Manager
- Duties and responsibilities described above should not be construed as a complete and exhaustive list as it is not the intention to limit in any way the scope of functions of the position. Duties and responsibilities can be amended from time to time to meet changing conditions

MY KEY RELATIONSHIPS

Internal

- Library, Assistant Manager
- Children and Youth Services Librarian
- Masterton District Council

External

- Library Users

MY COMPETENCIES/KNOWLEDGE/SKILLS/EXPERIENCE

Qualifications, Skills and Experience	<ul style="list-style-type: none"> Completed NCEA Level 1 (Required) Ability to quickly and accurately sort by alphabetical, numerical, chronological, or Dewey Decimal order Ability to follow verbal and written instructions and procedures
Personal Attributes	<ul style="list-style-type: none"> Respectful, honest and open Operates with integrity, respecting diversity and other's needs Self-motivated with initiative Positively takes on challenges Takes accountability for own actions and works effectively as part of a team

An initial review of performance will be conducted after three months, with an annual performance development planning session annually thereafter. This is in the context of regular discussions and a 'no surprises' annual review.

POSITION DESCRIPTION AGREEMENT

My name	
My signature	
Date	

POSITION DESCRIPTION VERSION CONTROL

Author	Version	Comments	Date
	1.0	First PD	
Library and Archive Manager	2.0	Reviewed and updated	Sep 2021
HR Administrator	2.0.1	Values and formatting updated	Dec 2021

ATTACHMENT A

Masterton District Council Organisation Structure

