



Library Technician
(Permanent Part Time — 0.85FTE)
(Level 3 Range \$75,900-\$81,989 + Super + Income Protection)

A wonderful opportunity exists for a dynamic and enthusiastic person to join the Library and Community Services Team. Adelaide Plains Council is currently the fastest growing Council in South Australia, with an influx of young families settling within the area, located only 40 kms from the Adelaide CBD, this is an exciting time to join a Council who is passionate about supporting and serving the community.

Based at the Two Wells Library and reporting directly to the Manager Library and Community this position will be primarily responsible for:

- Undertake a range of library, customer and administrative services and provide proactive, value- added customer service as a member of the Library and Community team.
- Work effectively as part of a team in order to achieve the goals and objectives of the Adelaide Plains Council's Library and Community Services.
- In collaboration with the Manager Library and Community and Senior Information Technology Officer ensure that the Library's IT and the One Library Management System operates effectively.
- Support the Manager Library and Community and contribute to the development and implementation of library and community events and promotions as required, including the coordination and planning of school holiday and children's programs.

To be successful in this role, applicants will need:

- Library Technician qualifications is highly desirable, or minimum 2 years' experience in a public library environment.
- Experience in utilising Blue Cloud Acquisitions and the State-wide automated library management system – One Library Management System.
- Sound knowledge of current public library practices, library systems administration, operations and services.
- A strong customer service and work ethic.
- Highly developed organisational skills, including time management and ability to work autonomously as well as being a team player who contributes to the constructive dynamics of the organisation as a whole.
- Ability to work independently and as an effective team member in providing high quality responsive customer service.

Adelaide Plains Council provides excellent working conditions, and access to many employee support programs and health benefits, to support its employees. The salary will reflect the successful candidate's knowledge and experience.

*For further information and a copy of the Job and Person Specification, please refer to www.apc.sa.gov.au, and to discuss the role in confidence, please contact **Manager Library and Community on (08) 8527 0200**.*

All applications should be sent to the attention of Angie-Marie Ross, People and Culture Advisor, marked 'Confidential' and address the Job and Person Specification. Email to info@apc.sa.gov.au by **5pm on Monday, 13 May 2024**. Please note this period may be shortened (or lengthened) in order to identify a suitable applicant.