

# Kiama Municipal Council

## Job Specification

<b>POSITION TITLE:</b>	Technology Librarian
<b>GRADE:</b>	8 – nearing completion of Degree 9 – Degree qualified
<b>NAME OF DEPARTMENT:</b>	Community Services
<b>REVISED:</b>	February 2012

### Essential

- 1 Degree level qualifications in Library Science or equivalent or nearing completion of the same.
- 2 Class C Driver's Licence.
- 3 Minimum 2 years recent work experience with computers.
- 4 Solid working knowledge of general computer concepts and terminology in relation to both hardware and software.
- 5 Solid working knowledge of Windows and PC applications, particularly Microsoft.
- 6 Ability to analyse, diagnose and provide solutions for computer related problems.
- 7 Ability to provide technical support and user support.
- 8 Knowledge of Library operations and systems.
- 9 Broad general knowledge and familiarity with books and libraries.
- 10 Knowledge of customer service principles.
- 11 Ability to communicate with people of all ages and backgrounds.
- 12 Well developed interpersonal skills.
- 13 An understanding and commitment towards equal employment opportunity principles.
- 14 Be physically and mentally capable of completing all the inherent requirements of this position, which include lifting computer components, handling and lifting books and boxes.

### Desirable

- 1 Minimum 1 years work experience in a Library.
- 2 Working knowledge of and experience working with Apple Computers.

This position has been designated as "Working with Children".