

Just the Job Information Sheet

Job title Library Assistant

Job description

Library assistants are part of a team focused on frontline customer service and creating a welcoming atmosphere for every person and family in the community.

They listen to customers' requests for assistance and connect them with a range of information in different formats, and promote library services and resources that will appeal to their customers.

To ensure customers find libraries easy to use, library assistants are responsible for circulation, shelving, displays, helping customers to choose items and providing computer assistance. These tasks require attention to detail and the ability to perform manual and repetitive tasks while remaining cheerful and willing to assist others.

Qualifications preferred

- Minimum of 6th form certificate, NCEA level 2 or equivalent
- Relevant skills include literacy, numeracy and information technology.

General requirements

- An enthusiasm for engaging with a wide range of people of all ages
- A commitment to Māori as tangata whenua and an appreciation of different cultures and diverse communities
- An interest in the world and how information is shared
- Familiarity with computers and social media
- Attention to detail
- Flexibility and able to adapt in a fast-changing environment.

Training costs

On the job training is provided, as well as opportunities for ongoing training and development.

Career path

- Opportunity to participate in different aspects of Australasia's largest library network
- Gaining a recognised library qualification and LIANZA professional registration can lead an Assistant Librarian to Librarian or Senior Librarian roles.

Salary range

Starting salary \$32,000, with remuneration increases based on performance.

How to increase the chances of successfully entering this industry

Successful applicants are likely to be lively, interested people who demonstrate a passion for customer interaction, working in a team and making a difference in the wider community.

All Auckland Libraries staff are expected to contribute to meaningful library experiences for children, young people and their families. Libraries are open to the whole community, and so library assistants must respect people of all ages and backgrounds.

Language skills other than English can be an advantage, along with experience in retail, hospitality or community groups and team settings. Often, local community knowledge and a variety of personal interests are an advantage. Having a full driver's licence is also helpful.

Other places to source information about this job

www.lianza.org.nz

www.aucklandcouncil.govt.nz/careers