

Essential & Desirable Criteria
Library Services Officer (PT) – Cootamundra
Applications Close – 5.00 pm Friday 22 May 2026

Please adequately address the essential criteria contained below. Failure to do so may result in your application not being considered.

Should you find the writing space insufficient, you're welcome to add an additional piece of paper to address the criteria.

Name: _____ Contact No. _____

Address: _____

Email address: _____

Essential Criteria

1. Certificate III in Library/Information Services or equivalent experience and applied knowledge.

2. Demonstrated experience in a library/customer service environment (minimum one year).

3. Demonstrated cash handling, reconciliation and record keeping skills.

4. Ability to interact in a professional manner with members of the public, other external parties and staff at all levels of the organization, including conflict resolution skills.

5. The ability to provide information and advice and facilitate learning.

6. Experience working and communicating with children.

7. High level of computer and technical skills.

8. Current NSW Class C Driver's Licence (P's acceptable).

9. Current Working with Children Check (or ability to readily acquire).

10. Working knowledge of roles and responsibilities under the WHS Act 2011.

Desirable Criteria

1. Diploma of Library/Information Services.

2. Knowledge of Library Management Systems.

3. Experience in the supervision and training of staff.

4. First Aid Certificate.
