

Your Position

Your job	Library Assistant (Technical Services) Kaiāwhina Whare Pukapuka
Your group	Community & Partnerships
Your team	Porirua City Libraries
Your manager	Manager Information & Collections
Your base	Council premises within Porirua

What's most important to us

Porirua City is our place. A great place to live, work and raise a family. We want everyone to feel welcome, whether they are visiting, living or working here.

Our strategic priorities are to:

- Commit to the health of Te Awarua-o-Porirua Harbour and its catchment through investment, advocacy and regulation
- Build towards a low carbon city and proactively address the challenges of climate change
- Create thriving communities where everyone can be safe and healthy – at home, work or play
- Keep tamariki and rangatahi at the heart of our city

How we work together:

- Whakakotahi - Team up
Mā te mahi tahi e puta ai he hua ki tō tātou hapori
Together we make a difference for our community
- Mahi Atamai - Work smart
Ka whakapātari i a tātou anō kia pai ake ai ngā hua
We challenge ourselves to do things better
- Whakatinanatia - Make it happen
Mā te whakapeto ngoi, me ngā pūkenga e tutuki ai ngā whāinga
We use our energy and skills to get things done

Your team's purpose

Community & Partnerships purpose is to:

- lead Council's strategic initiatives that support and manage business and commercial growth
- strengthen strategic relationship management for Council and maintain oversight of the partnership with Ngāti Toa Rangatira
- lead the Council's partnership approach with key stakeholders and community groups
- deliver community services, including library, recreation and cultural services

Library's purpose

Porirua City Libraries' purpose is to:

- provide a range of library services, collections, and spaces to the residents of Porirua City that support the community in relation to literacy, knowledge, information, research and study, recreation, and leisure activities

Your purpose

The Library Assistant (Technical Services) will

- assist in the development and maintenance of the library bibliographic database
- process new library materials to a high quality in a timely manner
- staff the Library public desk for rostered shifts as required
- work part time 24 hours per week, with the occasional rostered Saturday shift.

Who you'll be working with

Your direct reports	<ul style="list-style-type: none">• None
Your indirect reports	<ul style="list-style-type: none">• None
External people and groups	<ul style="list-style-type: none">• Members of the public and community organisations• Industry groups
Internal people and groups	<ul style="list-style-type: none">• Executive Leadership Team, managers and staff at all levels of the organisation

Your responsibilities

What you'll do	How you'll do it
Operational Delivery	<p>Processing library items</p> <ul style="list-style-type: none"> • Processes items to a high standard and in accordance with library requirements • Processes items in a timely manner • Prioritises high demand items • Download catalogue records for library database <p>Workroom Duties</p> <ul style="list-style-type: none"> • Take responsibility for answering phone inquiries • Take responsibility for opening the backdoor for couriers • Actively contribute to health, safety and wellbeing through working safely, taking responsibility for keeping self and colleagues free from harm, reporting all incidents and hazards promptly and knowing what to do in the event of an emergency. <p>Front Desk Duties</p> <p>To staff the Library public desk for rostered shifts as required.</p> <ul style="list-style-type: none"> • Issue and return all items as per set procedures • Respond to basic reference enquiries and refer others to the Reference Section • Process all reservation enquiries as per set procedures • Process cash receipting to council standards • Process membership enquiries and applications in accordance with set procedures • Respond to photocopying requests promptly • Assist customers using the library's internet and word processing service
Relationship Management	<ul style="list-style-type: none"> • Establish and maintain close working relationships with internal and external stakeholders, ensuring that relationships with key stakeholders are professional, positive and constructive
Corporate Responsibilities	<ul style="list-style-type: none"> • Build commitment of our vision, strategic directions, values and services • Willingly undertake any duty required within the context of the position • Adhere to our Code of Conduct • Undertake civil defence and emergency management tasks as directed including participation in pre-event training and rostered duties during an emergency event

Your skills, experience and qualifications

<p>It's essential that you have:</p>	<ul style="list-style-type: none">• A passion to provide high quality service to the Porirua Library membership.• Previous library experience or an interest in the processing of acquisition items• A methodical and conscientious approach to work• Computer literacy• The ability to prioritise workloads and the ability to be self-motivated• The ability to work as a functioning member of a team• A welcoming approach and experience providing great customer service• Understanding of and commitment to health and safety in the workplace• Understanding of and commitment to diverse workplaces• Understanding of and commitment to the Treaty of Waitangi and bicultural issues
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Last updated March 2026



Porirua City Council supports an inclusive and welcoming environment and is a member of Te Uru Tāngata.