

POSITION DESCRIPTION



POSITION TITLE: Branch Librarian
CLASSIFICATION: Band 4
UNIT / DIVISION: Community Care / Regulatory and Community Services

HUMAN RESOURCE MANAGER:
Signature & Date

GENERAL MANAGER:
Signature & Date

INCUMBENT:
Signature & Date
.....
Print Name

POSITION OBJECTIVES

To manage and maintain public library services and resources for the residents and visitors of Campaspe Shire.

KEY RESPONSIBILITIES

- Facilitate the maximum use of Branch and regional resources to meet the educational needs of residents and visitors
- Organise and maintain Branch Library stock in accordance with standard library practice
- Ensure library materials are borrowed and returned according to established policies and procedures
- Maintain reservation, exchange and overdue systems
- Initiate and conduct user programmes and tours of the library for local schools and community groups
- Provide in partnership with the Outreach Community Services Coordinator, library deliveries to home based individuals and aged care facilities within the district
- Maintain accurate membership records by registering and updating all members details
- Maintain accurate monies received from fines, photocopying and other fees and charges
- Collect and collate statistical data as required by the Library Services Manager
- Under the guidance of the Children's Services Coordinator, conduct early literacy programs and holiday activities
- Supervise staff including roster management

ORGANISATIONAL RELATIONSHIPS

Reports to: Library Services Manager

Supervises/Manages/Coordinates: Library Assistants
Shelving Assistants
Volunteers
Work Experience Students

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Internal Liaisons: General Manager Regulatory and Community Services
Community Care Manager
All staff

External Liaisons: Community Groups and Organisations
Schools and Preschools
Local Media
Friends of the Library
Members of the public

ACCOUNTABILITY AND EXTENT OF AUTHORITY

- Act within standards, procedures and Council's operating guidelines
- Refer to the Manager for decisions which may have an effect on Council policy and/or daily operations
- Provision of timely information and support as required

JUDGEMENT AND DECISION MAKING

- Ability to make decisions regarding day to day operations related to the position
- Report and discuss with the Manager any matters that may arise effecting safety, finances, and productivity of the team and the functions undertaken
- Guidance and advice will always be available within the time available to make a choice

SPECIALIST KNOWLEDGE AND SKILLS

- Understanding of relevant technology, procedures and processes used within the unit
- Knowledge of policies, regulations and precedents relevant to the position
- Proficient in the application of standardised procedures, practices, Acts and Regulations
- Knowledge of unit goals and appreciation of the goals of the wider organisation

MANAGEMENT SKILLS

- Basic knowledge of personnel practices and ability to provide employees with on-the-job training and guidance
- Skills in managing time and planning and organising one's own work

INTERPERSONAL SKILLS

- Ability to gain cooperation and assistance from internal and external stakeholders
- Well-developed written communication skills
- Ability to establish rapport and to contribute to a pro-active work culture
- Discretion and confidentiality are used whilst performing assigned duties

QUALIFICATIONS AND EXPERIENCE

Mandatory

- Certificate in Library and Information Services or relevant experience
- Knowledge and expertise in using a Library Management System
- Valid Working With Children Check
- Valid driver's Licence

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Desirable

- Bachelor in Library and Information Services
- Local Government experience and knowledge of the current issues in Local Government in Victoria

Key Selection Criteria

1. Relevant qualifications and experience
2. Customer focused and exceptional people skills
3. Excellent communication and organisation skills
4. Knowledge of library management systems eg. Sirsi Dynix and reference techniques
5. Confidence in conducting library programs

Other Prerequisites – Applicants must have a valid Australian visa with work rights and hold an Australian Driver's Licence.