

Librarian - Collection Services

POSITION DESCRIPTION



Position Number:	1912
Department:	Community Services
Section:	Communities and Culture
Unit:	Library and Child Services
Position Status:	Permanent Full Time
Classification:	Level 4 – Rockhampton Regional Council Certified Agreement 2018 – Internal Employees
Reports To:	Supervisor Collections and Systems
Revised:	July 2019

General Position Statement

This position supports Council's direction by providing high quality library customer and collection services in a professional, efficient and confidential manner ensuring the development of good working relationships with staff and public.

Performance standards and expectations relating to this position will be detailed in the individual performance plan.

Specific Responsibilities

The successful candidate must be able to fulfil the following position responsibilities.

- Maintain and continually develop a strong working knowledge of library management software (SirsiDynix -Symphony) and associated applications related to the library website and digital resources.
- Participate in project implementations for the introduction of new library technologies, online platforms and eLearning initiatives.
- Confidently deliver technical support and training to Library staff and clients by troubleshooting, diagnosing and resolving technical issues in relation to the Library's electronic digital services and equipment.
- Process and catalogue print, AV, non-book and digital library resources with excellent attention to detail, using both original and copy cataloguing as required.
- Supervise Library and History Centre operations during designated periods of relief cover.
- Work as part of a team to ensure that internal and external customers enjoy positive interactions with services and staff.
- Plan and accurately complete work in appropriate timeframes in accordance with policies and procedures.
- Provide effective information, reader education and reader advisory services directly to a diverse range of customers, and provide effective collection services.

Librarian - Collection Services

POSITION DESCRIPTION



- Support other library staff with advice, information and on the job training as required.
- Refer matters that may impact upon the business, Council and employees to the relevant Supervisor or Manager.
- Undertake other relevant duties as directed, consistent with skills, competence and training.

Position Requirements

Your suitability for this role will be assessed against the following competencies.

Skills/Competencies

- Passion for libraries with a commitment to promoting reading and literacy development, and assisting a diverse range of clients with use of library facilities.
- Highly effective communication (oral and written) and interpersonal skills relevant to the position and strongly focused on the provision of quality customer service.
- Demonstrated ability to complete original and copy cataloguing of library collections.
- Proven skills that meet the needs of customers, through promotion, outreach, and library programs; including but not limited to storytelling, customer training for internet, library systems and digital literacy.
- Interest in new and emerging technologies, their promotion and application in libraries, with a willingness to learn and support clients with their use.
- Ability to effectively operate Council's computer systems and technologies. This includes the library management software, the MS Office Suite with a high level of Microsoft Excel, tablets and mobile devices and RFID equipment.
- Demonstrated coding experience is highly regarded.
- Experience in providing effective reference and reader advisory services to a diverse customer base, utilising print and digital formats.
- Experience in the daily supervision of staff.
- Effective time management, organisational and planning skills.
- Detailed knowledge of work practices, procedures and activities relevant to the work area.

Qualifications

- Hold a degree or post-graduate qualification in Library and Information Studies and significant experience in a public library environment.

Behaviours

- *Customer Service* – Ensure that you are focused on our customer/s when carrying out your responsibilities.
- *Safety* – Carry out your duties in a safe manner whilst ensuring the safety of your team members and customers, in accordance with Council's Health and Safety Duty Statements and associated safety policies / procedures.
- *Code of Conduct* – Ensure that your behaviour is aligned with the Code of Conduct.
- *Council Values* – Ensure that your behaviour is aligned with the values statement adopted by Council.

Work Environment and Physical Demands

- This position is an indoor role and will require the employee to carry out physical tasks which may include manual handling of up to 20kg, repetitive bending, kneeling, twisting and/or squatting, working in confined spaces, and working at heights.
- Should the requirement to work in confined spaces be a mandatory requirement of this role, the

Librarian - Collection Services

POSITION DESCRIPTION



absence of facial hair below eye level is necessary to ensure an appropriate facial seal when using routine or emergency breathing apparatus.

- For plant operations there is a maximum seat rating for tip trucks of 120kg and Semi tippers of 150kg.

Additional Requirements

- Ability to work in an indoor environment.
- Ability to work on evening and weekend shifts as required for the library roster.
- Ability to work at different sites in accordance with the library roster.
- Ability to legally operate a motor vehicle under a "C" Class Licence.
- A willingness to undertake a Functional Capacity Evaluation to satisfy the inherent physical requirements of the position.
- Provision of a satisfactory Criminal History Check - Police Certificate (Australia Wide Name Only Police Check).

Delegations and Authorisations

Financial, Administrative and Corporate Delegations may be applicable to this position and are detailed in the Delegations Corporate Register.

Legislative Sub-Delegations and Authorisations may also be applicable to this position and are detailed in the external public registers. Both registers are available on Council's Intranet.

Acknowledgement

This job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the role.

Authorised By:	Manager
Signature:	
Date:	
Present Incumbent:	
Signature:	
Date:	