



POSITION PROFILE	
<b>Position Number:</b>	5155
<b>Position Title:</b>	<b>TECHNICAL SERVICES LIBRARIAN</b>
<b>Department:</b>	Upper Hunter Regional Library
<b>Section:</b>	Upper Hunter Regional Library
<b>Status:</b>	Permanent, Full Time
<b>Hours:</b>	35 Hours
<b>Ordinary Hours:</b>	Between Monday and Sunday
<b>Grade:</b>	Grade 4
<b>Award Classification:</b>	Band 3, Level 2
<b>Date Last Reviewed:</b>	12 February 2010

### POSITION OBJECTIVE

The Technical Services Team Leader will coordinate Technical Services for the Upper Hunter Regional Library Service including development, implementation and evaluation of Technical Services.

### KEY DUTIES

#### 1. Technical and Information Services:

- Manage the electronic information services including coordinating the development of the Library's homepage and the delivery of electronic resources to the public.
- Contribute to the preparation, review and implementation of policies and procedures relevant to technical services team.
- Maintain the Collections of the Library Service.

#### 2. Program Management:

- Contribute to effective marketing of the Library and its services, including media releases.
- Provide training and guidance to members of the public in the use of electronic technical and information services.
- Prepare and review reports on aspects of technical services.

#### 3. Planning:

- Collect, collate and interpret information about library service/function quality, for decision making purposes.
- Assist in the development of appropriate staff and customer training.
- Attend meetings, workshops and seminars relevant to the areas of responsibility.

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**4. Staff Supervision:**

- Act as interface between the Regional Library Manager and staff in the Technical Services area.
- Provide leadership and direction to staff in the Technical Services area.
- Ensure clearly defined responsibilities, performance criteria, action plans and feedback on performance are regularly provided to individuals and team in the areas of responsibility.
- Assist in the in-house training of staff, including work experience staff.
- Resolve staff problems, issues and grievances in the Technical Services.

**Note:** An employee may be directed to carry out such duties that are within the limits of the employee's skill, competence and training. An employee may also be expected to work at a number of branches.

REPORTING LINES	
Reports to:	Regional Library Manager
Directly Supervises:	1.5 FTE

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**CONDITIONS OF EMPLOYMENT**

The employee who occupies this position will work within the conditions detailed within the Local Government (State) Award 2007, or the Muswellbrook Shire Council Workplace Agreement in force at that time. In addition, the employee will adhere to all Council policies, guidelines, procedures and Management directives including, but not restricted to:

- Code of Conduct
- Equal Employment Opportunity
- Harassment & Bullying
- Occupational Health & Safety

Council embraces the principles of Risk Management and expects that employees comply with and adhere to the requirements of Risk Management.

The employee must comply with legislative requirements under the Occupational Health & Safety Act 2000 and Occupational Health and Safety Regulations 2001, NSW, and abide by Council's OHS policies and procedures as described in Council's OHS Manual. The employee must participate in the completion of relevant safety documentation and take all reasonable practicable steps to protect their own, and others health & safety in the workplace.

All business conducted by the employee must be in an ethical, friendly, efficient and professional manner.

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**SELECTION CRITERIA****1. Essential:**

- a) Degree or Graduate Diploma in Library and Information Studies and eligible for professional membership of Australian Library and Information

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- Association (ALIA) or equivalent, or a Diploma in Library Studies
- b) Demonstrated ability to prioritise tasks to achieve agreed targets and timeframes.
- c) Demonstrated advanced competence in computer operations with particular competence in the use of integrated library management systems, databases, electronic communications, the internet and the use of Microsoft Office Software (or equivalent).
- d) Class C Drivers Licence.

**2. Desirable:**

- a) Demonstrated previous experience at a supervisory level demonstrating the ability to lead and motivate staff.
- b) Presentation skills relevant to the role, including confidence in dealing with the public in a service-delivery environment.

### POSITION DESCRIPTION APPROVAL

Director Signature:	<i>U. Garland</i>
Print Name:	UNA GARLAND
Date:	16/2/10

### INCUMBENT ACKNOWLEDGMENT

I, the position incumbent, understand the contents of the Position Description as above and undertake to meet the responsibilities in an appropriate manner. I will abide by Council's policies and procedures.

Employee Signature:	
Print Name:	
Date:	