



## Assistant Library Manager

Position Number 30150

**Salary \$62,712-\$67,000 per annum (depending on experience)**

**plus up to 15% Superannuation**

**Permanent Full Time – 76 hours per fortnight**

*The City of Swan is the largest local government area within metropolitan Perth, Western Australia, covering more than 1,043 square kilometres, located less than 30 minutes from the CBD.*

*At the City of Swan we are committed to seeking the right people and creating a great place to work. We require people with a range of different backgrounds, skills and experience to meet our organisational needs and our community's expectations.*

This is an excellent opportunity for an experienced Librarian who is enthusiastic, energetic, inspiring and creative to join the innovative and customer-focused team at City of Swan Library Services, as an Assistant Library Manager. This role will report to the Library Manager, Midland.

As an Assistant Library Manager you will be responsible for:

- Supervising and leading the library staff, including directly managing the day to day operations, to ensure the branch delivers an efficient, effective and responsive service to the community; and
- Planning, promotion and implementation of programmes and projects as well as the development of specific collections

The ideal candidate will have managerial or supervisory experience, a degree or professional qualification in Library and Information Studies, experience working in libraries and a current C class driver's licence.

The City of Swan offers a great range of benefits including excellent leave entitlements, study assistance and an employee work/life balance program. As an employee you will have access to a diverse range of learning opportunities that might even include higher education pathways.

Please visit [www.cityofswan.com/jobs](http://www.cityofswan.com/jobs) for more information and to apply online. Applicants are required to address each of the [selection criteria](#) explaining succinctly in what ways you meet the criteria. For further details or to discuss the opportunities this role offers please contact Rosalie Dolliver - Library Manager, Midland on 9267 9020.

**Closing Date: 5pm, Monday 22 November 2010.**

# ***POSITION DESCRIPTION***

## **1. Position Identification**

Title:	Assistant Library Manager				
Position Number:	30150	Jobscope Level:	7	Agreement/Award:	<i>Modern Award – 01 Jan '10</i>
Division:	Customer and Community Services				
Business Unit:	Library Services				
Date effective:	October 2010				

## **1. POSITION SUMMARY STATEMENT**

*The overall **Purpose** of the position is to:*

The purpose of this position is to supervise the staff and daily operations of Midland Public Library under the supervision of the Library Manager, Midland and assist in developing, planning, promoting and implementing programmes and projects as well as the development of specific collections.

The position requires well established and effective communication and interpersonal skills in order to successfully interact with a wide range of internal and external customers.

## 2. BUSINESS UNIT ORGANISATION CHART

### 2.1

<b>Reports to</b>	Library Manager (immediate Supervisor)
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### 2.2 Headcount and Budget

<b>a) Number of Budgeted FTE Positions <u>directly</u> supervised</b>	Permanent...10...Fixed term.....
<b>b) Number of Budgeted FTE Positions <u>indirectly</u> supervised</b>	Permanent.....0.....Fixed term.....
<b>c) Total Number Budgeted FTE positions <u>directly and indirectly</u> supervised</b> <i>Note – a + b = c</i>	Permanent...10....Fixed term.....
<b>Operational Budget including Salaries and Wages</b>	\$.....

- FTE = Full Time Equivalent

### 3. KEY ACCOUNTABILITIES and OUTCOMES

Live and work the **ORGANISATIONAL VALUES** of the City and ensure that the Business Unit exemplifies the Values

All employees are expected to work within City of Swan Values and display the following behaviours.

**Respect:** We will work co-operatively with our City colleagues, community and stakeholders. We will respect the individual, with an understanding of our diverse roles, whilst working and living in One City.

**Excellence:** We commit to providing excellent customer services with a “can do “ approach. It is our “can do” attitude that is built into our actions and behaviours, and allows us to be responsive to our changing environment.

**Accountability** - .We will take responsibility for our actions and behaviour. We will be ethical and act with integrity. Our professional behaviour will be reflected in our open and transparent decision making. We will provide good governance that addresses legislative and organisational compliance.

**Leadership:** We will lead by example, with professional pride in our City. We will set direction, provide guidance and help people to be the best they can be.

<b>Key Accountabilities &amp; Outcomes (including delegated Authority)</b> <i>These are the Critical Success Factors for the role.</i>	<i>All underpinning Knowledge Skills and Abilities required to deliver the Purpose KAs and Outcomes of this position</i>			
	<b>Specialist knowledge &amp; skills</b>	<b>Judgement &amp; problem solving skills</b>	<b>Interpersonal and Teamwork skills</b>	<b>Management skills</b>
<ul style="list-style-type: none"> <li>Responsible for day to day service delivery at Midland Library under guidance from Library Manager</li> <li>Implements processes and procedures as planned and developed by the Library Management Team, at Midland Library which ensures compliance with the legislative requirements of State Government in relation to the Library Board Act, Framework Agreement, Local Government Act and other relevant acts, eg. OS&amp;H, EEO</li> <li>Reviews and monitors existing library procedures and develops new procedures as in conjunction with the Library Manager</li> <li>Exercises a substantial degree of autonomy within the scope and responsibility of the position</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge of the role and value of public libraries</li> <li>Ability to plan, develop, implement and promote library services, programmes and promotional activities</li> <li>Well developed professional library and information retrieval skills</li> <li>Ability to use a variety of PC applications and other technology.</li> <li>Knowledge of current practices and future developments in public libraries</li> <li>Knowledge of Public Library Services in Western Australia including the</li> </ul>	<ul style="list-style-type: none"> <li>Ability to identify, analyse and solve problems within established rules and procedures.</li> <li>Use an analytical approach to problem solving and decision making on operational matters and apply judgement</li> <li>Ability to exercise initiative, independent judgement and innovation</li> </ul>	<ul style="list-style-type: none"> <li>Well developed interpersonal and communication skills</li> <li>Ability to work as a team leader</li> <li>Ability to work effectively in a team to achieve organisational goals</li> <li>Ability to develop and maintain partnerships with community groups and local schools to support the delivery of library services within the Place</li> <li>Ability to build and maintain effective liaison with internal and external</li> </ul>	<ul style="list-style-type: none"> <li>Highly developed customer service skills and an ability to create a customer focused culture</li> <li>Train and develop staff to enable them to provide excellent customer service and to continually improve the delivery of library services</li> <li>Well developed supervisory skills in order to ensure effective service delivery</li> </ul>

<ul style="list-style-type: none"> <li>• Initiate and undertake special projects as required by the Library Manager</li> <li>• Provide representation at relevant meetings, professional activities and committees both internally and externally</li> <li>• Develop and implement specific children's literacy programmes in conjunction with the Young People's Services Coordinator and Library Manager, plan and implement regular programmes and individual projects to meet the needs of the local community within the Place.</li> <li>• Assist in the promotion of library services within the library, local schools and the Place</li> <li>• Provide a relevant and timely reference and information service to clients using a range of print, non-print and online resources</li> <li>• Develop specific collections by selecting, organising and</li> </ul>	<p>partnership with State Government and the Framework Agreement between Local and State Government</p> <ul style="list-style-type: none"> <li>• Knowledge of relevant legislation such as the Library Board Act of WA (1951), Copyright Act (1968), Broadcasting Services Act (1992), OSH and EO</li> <li>• Knowledge of the role and functions of local government</li> <li>• Highly developed customer service skills and an ability to create a customer focussed culture</li> <li>• Knowledge of the future issues affecting public libraries in an environment of rapid technological and economic change</li> </ul>		<p>customers</p> <ul style="list-style-type: none"> <li>• Well developed time management skills</li> <li>• Excellent customer service skills and a strong focus on customer needs and service quality</li> </ul>	<ul style="list-style-type: none"> <li>• An understanding of performance management principles</li> </ul>
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<p>maintaining materials</p> <ul style="list-style-type: none"> <li>• Provide leadership for the staff at Midland Library ensuring a sustainable and customer focussed library service</li> <li>• Expend, administer and report on a portion of the budget allocated by Library Manager in accordance with established guidelines and practices</li> <li>• Supervise work experience and practicum students and volunteers. Organise training programmes and rosters for work experience and practicum students and ensure that they comply with relevant legislation and work within the City's and Library Service's policies and procedures</li> </ul>				
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## SELECTION CRITERIA

*These are the minimum requirements (essential and desirable) to perform the job effectively.*

<i>a) Qualifications and/or training and/or licences (statutory registrations)</i>	<i>Essential</i>	<i>Beneficial</i>
Tertiary degree in a relevant discipline.	✓	
Eligibility for professional membership of the Australian Library and Information Association of Australia	✓	
Current" C" class driver's license	✓	
A willingness to undergo assessment under the Working with Children (Criminal Record Checking) Act 2004	✓	
A willingness to undergo the National Criminal History Record Check	✓	
<i>b) Experience – 2 years</i>	<i>Essential</i>	<i>Beneficial</i>
Demonstrated ability to lead and manage a team, preferably in an automated public library environment	✓	
Highly developed customer service skills and an ability	✓	
Understanding of relevant legislation such as Library Board Act of WA (1951), Copyright Act (1968) and the Broadcasting Services Act (1992), E.O & OH&S and other relevant legislation	✓	
Well developed interpersonal and communication skills	✓	
Demonstrated ability to plan, develop and evaluate special programmes	✓	
Ability to work independently, be self-motivated and practice sound time management skills	✓	

## VERIFICATION

*The content of this Position Description is an accurate statement of the duties, responsibilities and other requirements of the job. Position Descriptions will generally be reviewed and updated where necessary and / or within a period of 12 months. Incumbent employees must be consulted on any proposed changes to the content of Position Descriptions.*

**Employee** (N/A if position is vacant)

Name \_\_\_\_\_

Date \_\_\_\_\_

Signature \_\_\_\_\_