



JOB AND PERSON SPECIFICATION

GENERAL

Job and Person Specifications form an important part of an integrated planning process to ensure individual performance, and the required outputs and outcomes, align with strategic and corporate directions of the Roxby Council. The organisational values are an integral component of the organisational culture and all staff members are expected to perform their duties within the framework of the Organisation Values.

The Job and Person Specification also provides the basis upon which selection criteria for the position is determined.

The Job and Person Specification is only descriptive of the type of duties to be undertaken and the employee accepts that the Council may require the employee to carry out any duties, which are within the employee's skill and competence.

Position Title	Community Librarian
Reports to	Manager Community Development, Governance & Strategic Support
No. of direct reports:	3 part time library assistants
Award/stream/level	Municipal Council of Roxby Downs Enterprise Agreement 2010
Incumbent	TBA
Date appointed	TBA
Review Date	TBA

ORGANISATIONAL VALUES

Organisational Values form an integral part of the Job and Person Specification. The organisational values are a shared set of values to assist in guiding staff behaviour in terms of how we interact with each other and how we treat people in a professional manner in and around our community as part of our day-to-day operations and service delivery.

RESPECT

- Treat others with kindness and courtesy
- Communicate openly, honestly and in a timely manner
- Acknowledge the values, ideas and contributions of others

INTEGRITY

- Deliver on commitments
- Act fairly and ethically
- Apply sound judgement and common sense
- Be consistent in decisions and actions
- Maintain confidentiality

WORKING TOGETHER

- Value all staff and their diversity
- Acknowledge contributions and celebrate success
- Share knowledge and skills with others
- Develop the potential of each individual
- Work together with initiative and enthusiasm
- Demonstrate flexibility and cooperation

EXCELLENCE

- Welcome, encourage and support new ideas and initiatives
- Encourage continuous improvement and learning
- Lead by example
- Use resources productively

RESPONSIBILITY

- Focus on agreed priorities and meet obligations
- Be accountable for actions and outcomes
- Be proactive in learning and development
- Strive for best possible performance

PROFESSIONALISM

- Maintain a professional approach to all stakeholders with all communications
- Maintain appropriate personal appearance and corporate dress image appropriate to the occasion.
- Provide a thorough record of work undertaken via electronic timesheets and reports
- Remain committed to a philosophy and program in continuous improvement and carry out actions as appropriate

COURAGE

- Willingness to take calculated risks in promoting innovation, creativity and problem solving

OVERVIEW

The Roxby Downs Council in collaboration with the Roxby Downs Area School operates a joint use school/public library. The facility services the needs of the Roxby Downs community plus the staff and students of the Area School.

The Community Librarian works in collaboration with the school's Teacher Librarian to ensure that the library service is managed in an efficient, effective and friendly manner. The Community Librarian is responsible for ensuring that the recreational, cultural and informational needs of this growing community are met.

ORGANISATIONAL RELATIONSHIPS

This position:

- 1 reports directly to the Manager Community Development, Governance & Strategic Support
- 2 supervises 3 part time community library assistants
- 3 works collaboratively with the Teacher Librarian to ensure Council's and the Roxby Downs Area School's goals are achieved
- 4 works in conjunction with Council's Community Team and liaises with other Council staff and the staff of Roxby Leisure
- 5 liaises with local community media including The Monitor community newspaper and RoxFM community radio

POSITION OBJECTIVES

- 1 Manage the community component of the joint use library
- 2 Work closely with Roxby Downs Area School and Community staff to provide optimum outcomes for both community and the school in the management of the joint use library
- 3 Work in conjunction with the Teacher Librarian to ensure that all staff integrate cohesively to meet the needs of the school and the wider community
- 4 Develop and improve the quality and range of community services offered by the Library
- 5 Plan, manage, develop, promote and implement the community component of the library services within the framework of Council and Public Libraries SA policies
- 6 Develop and improve the quality and range of community services offered by the library

KEY RESULT AREAS

Specific Operational Responsibilities

- A. Community Library Operations
- B. Program Development and Promotion
- C. Liaison and Community Engagement

General Organisational Responsibilities

- A. Occupational Health, Safety & Welfare (OHS&W), Injury & Risk Management
- B. Corporate Governance
- C. Organisational Values & Policies

PERFORMANCE DEVELOPMENT

Performance Development rating scales (for value; degree of concurrence & satisfaction) are indicated as follows:

5 point scale 1 lowest; 3 medium and 5 maximum

OPERATIONAL RESPONSIBILITIES				
Key Result Areas and Key Tasks	Performance Indicators	Rating		Comments
		E	M	
A. Community Library Operations				
1. Maintain community library staffing requirements including rosters in conjunction with the Teacher Librarian	Library opening hours are well staffed to meet operational needs			
2. Review, develop and implement relevant library policies	Policies are developed that reflect best practice			
3. Develop, evaluate and review library collection	Collection is developed to meet customer needs by market analysis, appropriate selection, weeding, promotion and presentation			
4. In conjunction with the Teacher Librarian ensure the library layout is optimised in line with relevant standards of a joint use facility and reflects latest trends	Space is used efficiently and a welcoming and comfortable environment is created for patrons			
5. Delegate library tasks to community library assistants and monitor progress	Delegated tasks are performed satisfactorily and on time.			
6. Undertake general circulation duties, issuing, returning, shelving, tidying and maintaining library resources	Library stock is accessible and distributed in timely manner			
7. Receive in PLS resources, download bibliographic records and process new library resources	Accurate stock records are maintained			
8. Process incoming and outgoing interlibrary loans	Accurate records are maintained and stock is distributed in a timely manner			
9. Monitor community library use and collate and prepare statistics for regular reporting to Council and Public Libraries SA	Statistics accurately reflect usage and reports are timely and to an agreed standard			
10. Assist in the preparation of the community component of the library's annual budget	Operate within budget constraints			
11. Ensure high quality customer service is delivered by staff	A friendly welcoming and harmonious environment is maintained and professional customer service image is portrayed.			
12. Provision of high level assistance to borrowers regarding their informational needs	Customer requests are attended to promptly			
13. Provide assistance to customers using the public computers, scanners, photocopiers, internet, and online resources	Assistance is provided promptly and computer issues resolved in conjunction with the IT Service provider			
14. Induct new community library assistants	Induction programs are undertaken in accordance with Council policies			

OPERATIONAL RESPONSIBILITIES					
Key Result Areas and Key Tasks		Performance Indicators	Rating		Comments
			E	M	
15.	Ensure community library staff are trained to confidently undertake their duties	Ideas, expertise and skills are actively shared with other staff. Areas for improvement are identified and appropriate training provided			
16.	Undertake regular performance reviews of community library assistants in accordance with council policies	Reviews are completed in a timely fashion with training needs identified and addressed			
17.	Adhere to the Child Safe Environments policies and procedures	Procedures are followed correctly when notification is required			
18.	Collect money in relation to library services such as photocopying and printing	Money is processed in accordance with policies and procedures including Council's Internal Financial Control Plan			
19.	Undertake desk duties as necessary	Duties are completed with high quality customer service provided			
B. Program Development					
1.	Identify and evaluate community needs, through research and consultation and develop responsive community library services to meet such needs	Community programs are developed to meet the needs of diverse groups			
2.	Research and investigate ways to increase community usage of services and facilities	Patronage increases as a result			
3.	Organise regular holiday activities and other special community library programmes	Library programs are well planned with strong participation and good feedback			
4.	Increase community awareness and understanding of community library services, resources and facilities	Programs and activities are regularly promoted through local media including The Monitor community newspaper and RoxFM community radio and at Market days and other community events. Patronage increases as a result			
5.	Work in conjunction with the Roxby Downs Health Service staff to organise weekly Toddler Story Time activities	Feedback is received about the success of these programs			
6.	Organise or assist the school with organisation of activities to celebrate Children's Book Week, Library and Information Week, National Simultaneous Story Time, Summer Reading Club and other state and national library events	Local activities are linked to National and State events with strong community participation			

OPERATIONAL RESPONSIBILITIES					
Key Result Areas and Key Tasks		Performance Indicators	Rating		Comments
			E	M	
C. Liaison and Community Engagement					
1.	Network with the staff of other libraries and other external agencies	Networking and professional development events are attended which raise the profile of the library			
2.	Liaise with the staff of Roxby Downs Area School	Strong productive working relationships are maintained and developed			
3.	Work collaboratively with the Community Team and Roxby Leisure Staff	Cross promotional opportunities are explored creating links to other community programs			
4.	Liaise with PLS and represent the library through Public Libraries SA and Joint Use Libraries Association	Strong productive working relationships are maintained and developed			

ORGANISATIONAL RESPONSIBILITIES					
Key Result Areas and Key Tasks		Performance Indicators	P/D Rating		Comments
			Rating	Comments	
A. Occupational Health, Safety & Welfare (OHS&W) and Injury Management					
1.	Take reasonable steps for own OHS&W and that of others affected by your work	Knowledge and awareness of OHS & W is kept up to date			
2.	Comply with safety procedures and directions agreed between management and employees	Safe working practices utilised which are OHS&W compliant			
3.	Ensure that items or facilities provided in the interests of health, safety and welfare are not wilfully interfered with or misused	Increase awareness of and compliance with OHS&W legislation			
4.	In accordance with agreed Council procedures for accident and incident reporting, report potential and actual hazards to supervisor or elected health and safety representative	Timely reporting of hazards and risks to ensure prevention is attempted at all times within 24 hours			
5.	Cooperate with the OHS & W program to ensure own health and safety and that of others in the workplace	Compliance with OHS & W program including attendance at training sessions			

ORGANISATIONAL RESPONSIBILITIES					
Key Result Areas and Key Tasks		Performance Indicators		P/D Rating	Comments
B. Corporate Governance					
1.	Contribute to the development of Corporate Plans	Positive participation in Corporate planning processes. Assist to identify opportunities for continuous improvement			
2.	Work collaboratively with other departments	Strong departmental relationships are maintained. Attend and actively participate in meetings.			
3.	Participation in staff meetings.	Allocated meetings are attended on time, apologies advised for non attendance, minute taking and chairing rosters are followed and active participation in discussions.			
4.	Promote and develop the Council's image, standing and role in the community	Positive image of Council is portrayed at all times			
5.	Contribute to the delivery of quality services and identify areas for service delivery improvement	Positive contribution to continuous improvement projects			
6.	Preparedness to undertake training and development	Skills and knowledge are maintained and appropriated to satisfy operational demands and requirements			
7.	Demonstrate and promote Equal Employment Opportunity (EEO) principles in the workplace	Up to date knowledge of principles maintained			
C. Organisational Values & Policies					
1.	Observe, uphold and conduct all actions in accordance with Organisational Values	Reflect organisational values in all interactions with staff and the general public			
2.	Read understand and act in accordance with and comply with Councils Policies as time to time amended	Compliance, observance and adherence to Council's Policies at all times			
D. Financial Management					
1	Internal Financial Controls Ensure all financial responsibilities are carried out in accordance with Council's Internal Financial Controls Action Plan and Council Employee Code of Conduct.	Develop a checklist of related KPI's for Council's Internal Financial Controls and monitor actions undertaken to fulfil compliance within the required timeframes			

OUTCOMES OF THE REVIEW

Key Result Areas and Key Tasks	Rating	Comments
Value of review process to incumbent (circle rating)	H M L	
Degree of concurrence with findings	H M L	
Satisfaction with suggested corporate goals	H M L	
Satisfaction with suggested personal development goals	H M L	
Suggestions for change to the process		
Strategic corporate goals for next 12 months	Section gets added to revised job specifications	Comments
Personal development goals for next 12 months	Section gets added to revised job specifications	Comments

Sign off incumbent: **Date** Original signed to Payroll Officer (to be filed into personnel file)
Electronic copy to Records Officer

Sign Off
Administrator/Manager **Date** Electronic copy to Manager C.G. & S. Electronic copy to Incumbent

PERSON SPECIFICATION	
Item	Criteria
Qualifications	
Essential	<ol style="list-style-type: none"> 1 Bachelor Degree or Graduate Diploma in Library and Information Studies 2 Eligibility for professional membership of the Australian Library and Information Association (ALIA) 3 National Police Clearance 4 Current Driver's Licence 5 Child Safe Environments (Reporting Child Abuse or Neglect) Certificate
Desirable	
Experience	
	<ol style="list-style-type: none"> 1 Sound knowledge of, and experience in customer service principles and practices 2 Demonstrated commitment to teamwork and the maintenance of a supportive work environment 3 Minimum of two years supervisory experience in a library environment 4 Sound knowledge of, and experience in Public Libraries Automated Information Network (PLAIN) and the interlibrary loan system
Desirable	<ol style="list-style-type: none"> 1. Previous experience in a local government environment 2. Previous experience in working in a joint use library 3. Experience in developing and delivering training programs for staff
Knowledge	
Essential	<ol style="list-style-type: none"> 1. Detailed knowledge and understanding of the role of public libraries and their relationships within local government 2. Extensive knowledge of the services, procedures and operations of joint use Public/School Libraries 3. Thorough knowledge of the classification systems and cataloguing rules used by the South Australian public libraries 4. Working knowledge of relevant library computer management systems and data bases 5. Understanding of the operation of Joint Public/School Libraries 6. Understanding of current trends and issues in the provision of information services within a public library environment
Desirable	<ol style="list-style-type: none"> 1. Understanding of the use of social media in the provision of an up to date and responsive library service
Skills	
Essential	<ol style="list-style-type: none"> 1 Demonstrated commitment to excellence in customer service 2 Excellent organisation and time management skills 3 Excellent communication skills, both written and verbal 4 Good personal presentation and interpersonal skills and ability to communicate at all levels 5 Strong networking skills 6 Strong computer skills particularly in the use of Microsoft Office and computer library systems 7 Ability to facilitate and support effective teamwork 8 Ability to work with minimal supervision
Personal Qualities	
Essential	<ol style="list-style-type: none"> 1 Mature, positive attitude 2 Ability to interact positively with people of all ages 3 Ability to relate to people from various cultural backgrounds 4 Ability to engender trust and work as part of a team 5 Ability to develop internal and external relationships that engender trust, support and cooperation

DELEGATION & AUTHORITY

- Nil

JOB REQUIREMENTS

Hours of work may vary according to the opening hours of the Library and may include Saturday morning.

OTHER MATTERS

Other documents that have relevance to this position description and which are subject to amendment from time to time include the following:

• Business System Manual	• Organisation/Staff Structure
• OHS&W and Risk Management Policies	• Assets Management Policy/Plan
• Safe Work Plans	• Internal Financial Controls

AGREEMENT

This position description accurately reflects the responsibilities, duties and skill requirements for the position.

Approved by:

Bill Boehm

Administrator

Print Name

Date

This position description reflecting the responsibilities, duties and skill requirements for the position, has been discussed with the incumbent.

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Position Incumbent

.....
Print Name

.....
Date