

Position Description

LIBRARIAN (FIXED TERM CONTRACT POSITION)

1. TITLE

1.1 Position: **LIBRARIAN (FIXED TERM CONTRACT POSITION)**

1.2 Salary Level: **4**

2. CONTRACT

City of Nedlands Enterprise Agreement 2010

3. DIVISION

Community and Organisational Development

4. DEPARTMENT

Community Service Centres

5. POSITION OBJECTIVES

- 5.1 To provide professional support for the efficient operation of the Nedlands Library Service by the effective provision, promotion and management of services and collections to library clients.
- 5.2 To provide efficient and effective administrative and technical support for the operation of the Nedlands Library Service.
- 5.3 Assisting with the operation of the library's automated system (Amlib).
- 5.4 To actively participate as part of the professional team by monitoring developments and trends in service delivery for the effective planning and provision of library services at the City.

6. QUALIFICATIONS, SKILLS, KNOWLEDGE & EXPERIENCE

- 6.1 Recognised tertiary library degree and eligibility for associate membership of the Australian Library and Information Association (ALIA).
- 6.2 Thorough knowledge of public library practices and procedures.
- 6.3 Recent experience working in a public library at a professional level.
- 6.4 Thorough knowledge of and interest in the provision of reference services to Library clients.
- 6.5 Thorough knowledge of and interest in the provision of services to young people.
- 6.6 Experience in staff supervision.
- 6.7 Ability to work without supervision.
- 6.8 Demonstrated high level communication and interpersonal skills.
- 6.9 Demonstrated experience to an intermediate level in the use of the Microsoft Office suite of software.
- 6.10 Experience working in an automated library and in the support of automated library systems and the use of information technology.
- 6.11 Current 'Working with Children' check.
- 6.12 Current National Police Certificate.
- 6.13 Current 'C' class drivers licence.
- 6.14 Current Senior First Aid Certificate.

7. KEY DUTIES/RESPONSIBILITIES

7.1 Assist with Young People services

- 7.1.1 Develop collections and services that meet the needs of young people living in the City
- 7.1.2 Initiate and undertake promotional activities that increase the usage of the City's library service by young people
- 7.1.3 Actively liaise with schools and relevant community groups
- 7.1.4 Provide advice, both formally and informally, on the provision of services to young people in the City of Nedlands and actively

participate in professional activities related to the provision of services to young people

- 7.1.5 Preparation and management of the budget for Young People's Programs

7.2 Information Services

- 7.2.1 Staff information desk to answer requests for information, in particular, those of a complex nature.
- 7.2.2 Promote the library service's information resources
- 7.2.3 Keep abreast of developments in information technology and its application to libraries.
- 7.2.4 Develop programs to educate patrons in the use of the library service's electronic information resources.

7.3 Services to specific client groups

- 7.3.1 Assist in the development services that meet the needs of specific client groups.
- 7.3.2 Initiate and undertake promotional activities that increase the usage of the City of Nedlands Library Services.
- 7.3.3 Actively participate in professional activities related to the provision of library services to different client groups

7.4 Cataloguing

- 7.4.1 Maintain the bibliographic database
- 7.4.2 Catalogue library acquisitions
- 7.4.3 Supervise bibliographic data entry onto the automated system
- 7.4.4 Liaise with the State Library of Western Australia and members of the Western Suburbs Regional Library Network on cataloguing issues

7.5 Collection Development

- 7.5.1 Assist in the development of collections that meet the needs of specific client groups.
- 7.5.2 Assist in the selection of library materials
- 7.5.3 Keep up with new formats and electronic collections

7.6 General

- 7.6.1 Participate in the overall strategic planning of library services for the City
- 7.6.2 Actively review and initiate library policies and procedures

7.6.3 Other library duties as directed by the Coordinator as required to ensure the efficient management of the library service

7.6.4 Undertake rostered duties on circulation desk in a prompt, courteous and efficient manner with particular responsibility for staff supervision, training and professional assistance to library customers

7.8 Human Resources

N/A

7.9 Council Support

N/A

7.10 Occupational Safety and Health

7.10.1 To be responsible for ensuring own safety and health and that of other people in the workplace

7.10.2 To comply with Occupational Safety and Health legislation and the City's OSH Policies and Procedures

7.11 Risk Management

7.11.1 To comply with the City's Risk Management Policies and Procedures

7.11.1 To be responsible for reporting possible risks in relation to operational procedures

8. ORGANISATIONAL RELATIONSHIPS

8.1 Responsible to: Library Services Coordinator

8.2 Supervision of: Library Customer Service Officers
Practicum students
Work experience students
Trainees
Volunteers

8.3 Internal Liaison: All Staff

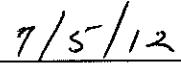
8.4 External Liaison: Other public libraries
State Library of Western Australia
Community Organisations
Business community
Suppliers
Program presenters

9. EXTENT OF AUTHORITY

- 9.1 Operates under the general direction of Library Services Coordinator and freedom to make decisions in accordance with policies and procedures
- 9.2 Exercises a degree of autonomy however, freedom to act is governed by role, policy and budget constraints.
- 9.3 Assistance available for problem solving
- 9.4 Work outcomes monitored



Authorised by Director Community & Organisational Development



7/5/2012