

Librarian

Ref: 1310

- **Full time, monthly RDO**
- **18 months maximum term**
- **South West Location**

We are currently seeking a full time Librarian with a passion for Community Library Services, a strong work ethic, and great people skills to lead our Library team in providing a high quality service to our community. In this role you will be responsible for managing effective library operations and services in Capel, Boyanup and Dalyellup which will be achieved by identifying and implementing contemporary services, continually developing library collections and archives, and leading and coaching library staff.

To be successful in this position, you will have tertiary qualifications in (or significant study towards) Library and Information Services, demonstrated leadership skills, strong computer skills and a C Class Driver's Licence. Previous experience in a senior library position, experience with children's programs and IT experience/qualifications would be highly regarded. Your enthusiasm and dedication will be rewarded with a salary of \$60k - \$65k per annum depending on experience, plus up to 14% superannuation.

If you enjoy being part of a team and making things happen in your community, then we want to hear from you!

To obtain an information package and position description go to our website www.capel.wa.gov.au or contact Human Resources on jobs@capel.wa.gov.au or ph (08) 9727-0222.

Your application should include a completed Application Form, covering letter and resume detailing your relevant experience, qualifications, and skills. All applications should be sent to Human Resources, Shire of Capel, PO Box 369, Capel WA 6271 or emailed to jobs@capel.wa.gov.au by **4pm Friday 28 June 2013**. Applications will be processed as they are received.

As an Equal Employment Opportunity employer, the Shire of Capel encourages applications from individuals of diverse backgrounds to apply, to join us in servicing our community.

The Shire of Capel is located in the South West, halfway between Bunbury and Busselton with 29km of pristine beaches and acres of Tuart Forest National Park, is one of the fastest growing coastal shires in Australia.



TITLE: **Librarian**

PURPOSE: Manage the Shire's Library and Information Service for the community in accordance with Shire policy and State Library requirements.

Key Responsibilities	Requirements
<p><u>Library Operations</u></p> <ul style="list-style-type: none"> Manage and continually improve the overall operations and services of the Shire libraries, including: <ul style="list-style-type: none"> Prepare, submit and review annual budgets and plans, and ensure financial targets are achieved Develop and review library policies and procedures Develop, implement and review programs/activities that enhance the Library services to the community, both physical and digital/online Ensure website information is regularly reviewed and updated Advise the Director Community Services on matters relating to library services including the development of new services and programmes Prepare and submit annual statistical reports for SLWA and other agencies as required. Liaise/network with SLWA, Bunbury Regional Library and other shire libraries regarding library operations. Develop and manage library collections effectively, including: <ul style="list-style-type: none"> Select exchange from SLWA distribution shelves monthly, and ensure the SLWA book exchange is processed monthly Select, purchase and dispose of library stock within budget, as required. Maintain an effective archival collection in the Ron Maidment Archival Room including: <ul style="list-style-type: none"> Develop, review and implement policy and procedures for Ron Maidment Archival Room Oversee the maintenance of the archival collection to ensure it is kept in a tidy, indexed manner Oversee the indexing of newly acquired material. <p><u>Leadership</u></p> <ul style="list-style-type: none"> Provide leadership of employees and volunteers as required within Shire Policies and Procedures, and in consultation with Director Community Services and HR as appropriate. This includes: <ul style="list-style-type: none"> Planning, scheduling and direct supervision Support and mentor employees Provide assistance with recruitment of employees, and make appointment decisions Performance management General employee administration ie leave applications, timesheets etc 	<p><u>Experience and Qualifications Required:</u></p> <p>Essential:</p> <ul style="list-style-type: none"> Tertiary qualification (or significant study towards) in Library and Information Services Eligible for professional membership of the Australian Library and Information Association Demonstrated leadership skills Demonstrated knowledge of Online Library systems (ie Amlib, Overdrive and other online databases) Computer skills in MS Office (Int/Adv in Word & Excel) Customer Service experience Satisfactory Police clearance Working With Children Check C Class Driver's Licence <p>Desirable:</p> <ul style="list-style-type: none"> Experience in a senior position within a public library or equivalent Sound knowledge of SLWA Policies and Procedures for the operation of public libraries Qualifications and/or experience in IT related field Knowledge of local area. <p><u>Behaviours:</u></p> <ul style="list-style-type: none"> Planning & Organising

- Provision of on the job training and direction
- Identification of training needs, promotion of job rotation and multiskilling
- Supervision of volunteers as required

Customer Service

- Act as first point of public contact, respond appropriately and effectively, and support the provision of the Public Library and Information Services which includes:
 - Issue and discharge of library materials
 - Verify bibliographic detail of readers requests using appropriate bibliographic tools
 - Assisting readers with their enquiries – in person, by telephone or email
 - Assisting borrowers with enquiries regarding e-books, including setup of e-readers
 - Uploading borrowers to Overdrive e-book management system
 - Receipt monies
 - Maintain membership records – ascertain adequate identification of prospective borrowers, change of name/address, file membership applications.
- Locate available items as requested by processing reservations, or request items through VDX as necessary.
- Prepare requested items for loan or return via mail or SLWA internal delivery service.
- Promote the Shire, the Council image and the various community programmes available to the public, including:
 - Support the Community Development Team to promote tourism activities within/ for the Shire.

General Duties

- Support the team by assisting in other areas when required to assist with workload/backup or to provide advice in areas of expertise.
- Any other duties as required.
- Ensure own safety and avoid adversely affecting the safety and health of any other person through any act or omission at work, and ensure that OH&S responsibilities are met and promoted by complying with the Shire OH&S policies and procedures and relevant legislative requirements to maintain safe work practices and a safe working environment.
- Ensure all duties are carried out in a professional manner consistent with the Shire's code of conduct, staff policies and procedures.

Conditions of Employment

CLASSIFICATION: Level 10 Local Government Industry Award 2010

LOCATION: The position will be based at the Shire of Capel Administration Offices, Forrest Road, Capel

- Aligning Performance for Success
- Initiating Action
- Building Customer Loyalty
- Building Strategic Working Relationships
- Decision Making
- Work Standards
- Building Partnerships
- Coaching
- Innovation
- Safety Awareness
- JF: Detailed Work
- Communication

Level of Authority

- Authority to order purchases as per the Purchasing – Goods & Services procedure

Reporting Relationships

Reports to:

Director Community Services

Direct Reports:

Library Officers

INCUMBENT:

Name:

Signature:

Date:

DIRECT MANAGER:

Name:

Signature:

Date: