



1. TITLE

1.1 Position: **LIBRARY SERVICES COORDINATOR**

1.2 Salary Level: **5**

2. CONTRACT

City of Nedlands Enterprise Agreement 2010

3. DIVISION

Community Development

4. DEPARTMENT

Community Service Centres – Library Services

5. POSITION OBJECTIVES

- 5.1 To provide support for the efficient operation of the Nedlands Library and Information Service by its effective management and promotion
- 5.2 To provide efficient and effective technical support for the operation of the Nedlands Library Service
- 5.3 To actively participate as part of the management team of the Community Service Centres Department
- 5.4 To provide management support to the Manager Community Service Centres for the effective planning and provision of library facilities for the City of Nedlands



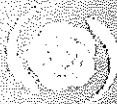
6. QUALIFICATIONS, SKILLS, KNOWLEDGE & EXPERIENCE

- 6.1 Substantial relevant experience working in an automated public library at a professional level
- 6.2 Recognised Tertiary library degree and eligible for Association Membership of the Australian Library and Information Association (ALIA)
- 6.3 Thorough knowledge of public library practice and procedures
- 6.4 Experience in library administrative procedures
- 6.5 Demonstrated competence in use of the Microsoft Office suite of software
- 6.6 Demonstrated competence in use of automated library software
- 6.7 Experience in providing library services
- 6.8 Experience in supervising library staff
- 6.9 Ability to work without supervision
- 6.10 Excellent communication and interpersonal skills
- 6.11 Current 'C' class WA drivers licence
- 6.12 Current 'First Aid Certificate'
- 6.13 Current 'National Police Certificate'
- 6.14 Involvement in professional activities desirable

7. KEY DUTIES/RESPONSIBILITIES

7.1 General

- 7.1.1 Responsible for the management of the Nedlands Library Service (Nedlands and Mt Claremont branches)
- 7.1.2 Development collections and services that meet the needs of the library users of the City of Nedlands
- 7.1.3 Responsible for management of cataloguing all local stock items
- 7.1.4 Responsible for the management of the Books On Wheels service



- 7.1.5 Provide advice, data and reports, both formally and informally, to the Manager Community Service Centres on the management of the Nedlands Library Service
- 7.1.6 Responsible for the management of day to day budget expenditure in the Nedlands Library Service and assist in budget preparation
- 7.1.7 Assist in the administration and maintenance of all manual electronic library systems and associate technology, including AMLIB
- 7.1.8 Represent the City of Nedlands in library matters, including interactions with the State Library of Western Australia
- 7.1.9 Participate in the review and initiation of library policies and procedures
- 7.1.10 Undertake rostered duties, when necessary.
- 7.1.11 Any other duties as directed by the Manager Community Service Centres

7.2 Strategic

- 7.2.1 Participate in organisational strategic planning, projects and programs as related to the City of Nedlands Library Service

7.3 Human Resources

- 7.3.1 Supervise staff (including training casuals, trainees and volunteers), induct and train new staff and monitor rosters in regards to Human Resources

7.4 Council Support

N/A

7.5 Occupational Safety and Health

- 7.5.1 To be responsible for ensuring own safety and health and that of other people in workplace
- 7.5.2 To comply with Occupational Safety and Health legislation and the City's OSH Policies and Procedures

7.6 Risk Management

- 7.6.1 Responsible for the Library Service's compliance with the City's Risk Management Policies and Procedures



- 7.6.2 To be responsible for performing risk assessments and investigating possible risks associated with operational procedures as reported by Staff

8. ORGANISATIONAL RELATIONSHIPS

- 8.1 **Responsible to:** Manager Community Service Centres
- 8.2 **Supervision of:** Senior Library Customer Service Officers
Library Customer Service Officers
Librarians
- 8.3 **Internal Liaison:** Library Patrons
Elected Representatives
City of Nedlands Staff
- 8.4 **External Liaison:** Other public libraries
Library and Information Service of WA
Schools
Community Organisations
Business Community
Program Presenters
Suppliers

9. EXTENT OF AUTHORITY

- 9.1 Position establishes own priorities and workflows
- 9.2 Authorised to provide technical advice and guidance on matters relating to Nedlands Library Service
- 9.3 Position can make decisions in relation to the day to day operations of Nedlands Library Service under the broad direction of Manager Community Service Centres
- 9.4 Authorises operating expenditure for the requisition of goods and services up to \$10,000

Authorised by Director Corporate & Strategy

30/07/2013

Authorised by Chief Executive Officer

30/07/2013