



City of Nedlands

## Librarian

**Work Type: Fixed Term Part Time**

**Closing Date: 30/11/2015**

### **About the role**

The City of Nedlands is seeking an experienced Librarian to provide professional support for the efficient operation of library services through the provision, promotion and management of services to library clients.

The key focus area for this position is to provide information services, eResources, system administration support and customer service between our Nedlands and Mt Claremont branches.

### **About the successful candidate**

The person appointed to this role will be instrumental in overseeing the operation of the library management system, provide assistance with services to specific client groups and have working knowledge of cataloguing library materials.

The person we seek will have previous experience with the research, implementation and maintenance of digital content for a range of platforms including eBooks, online learning and reference material.

A tertiary qualification in Library and Information Services and previous experience working in a public library are considered essential for this role. Previous experience with Amlib library management system will be highly regarded.

### **What we offer**

This part time position is available on a 6 month fixed term contract covering maternity leave with a possibility of extension. The working hours is 92.50 hours over a 4 week roster and it offers a cash salary of \$63,200 to \$73,400 per annum (pro-rata) plus superannuation.

## **Additional details**

Please read the attached Position Description to ensure a full understanding of the role. Confidential enquiries can be directed to Despina Swain, Library Services Coordinator on (08) 9273 3644. Applications will be accepted until 5.00 pm, Monday 30 November 2015.

## **How to apply**

Applications can be submitted online, by post or in person. Please read the attached Submitting an Application document for additional details.



**Title:** **Librarian (Fixed Term Contract)**

**Position Number:** 3125

**Division:** Corporate and Strategy

**Level:** Four (4)

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## Position Objectives

- To provide professional support for the efficient operation of the Nedlands Library Service by the effective provision, promotion and management of services to library clients.
- To provide supervisory and monitoring duties at a librarian level to support the Library Services Coordinator.
- To oversee the operation of the automated Library Management System (Amlib).
- 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.

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## Organisational Relationships

**Reporting to:** Library Services Coordinator

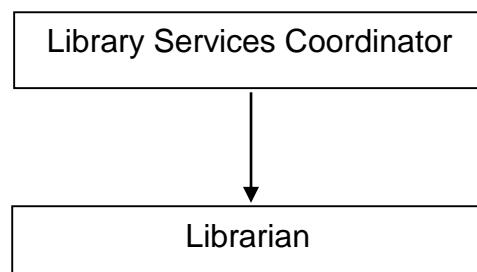
**Responsible for:** Library Customer Service Officers, practicum students, work experience students, trainees and volunteers.

**Membership of:** Community Service Centres

**Liaison with:** All staff, State Library of Western Australia, community organisations, business community, suppliers, program presenters and other public libraries.



## Organisational Chart



## Key Responsibilities

### Operational

- **Information services**
  - Staff information desk to answer requests for information, in particular, those of a complex nature.
  - Promote the library service's information resources.
- **eResources**
  - Research, implement and maintain the digital content for a range of platforms, including eBooks, online learning and reference material.
  - Develop programs to educate and train staff and library users to enable best use of all digital platforms. Liaise and coordinate with the City's IT department, technology vendors and suppliers to ensure a high level of service to library clients.
  - Keep abreast of developments in information technology and its application to libraries.
  - Provide informed recommendations relating to library specific computer hardware and software requirements
- **System administration**
  - Oversee the operation of the library management system.
  - Investigate and provide information on the development of the automated library management system.
  - Represent the library at software user group meetings.
  - Liaise with the members of the Western Suburbs Regional Library Network on systems issues.



- Liaise with the software suppliers on possible future library applications.
- Participate in public library forums concerned with information technology issues.
- Collect and collate monthly statistics for external and internal usage.

- **Services to young people**

- Develop collections and services that meet the needs of young people living in the City.
- Initiate and undertake promotional activities that increase the usage of the City's library services by young people.
- Actively liaise with schools and relevant community groups.
- 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.

- **Services to specific client groups**

- Assist in the development services that meet the needs of specific client groups.
- Initiate and undertake promotional activities that increase the usage of the City's library services.
- Actively participate in professional activities related to the provision of library services to different client groups.

- **Cataloguing**

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

- **Collection development**

- Responsible for the development of collections that meet the needs of specific client groups.
- Responsible for the selection of library materials.
- Keep up with new formats and electronic collections.



- **General**

- Participate in the overall strategic planning of library services for the City.
- Actively review and initiate library policies and procedures.
- Undertake rostered duties on circulation desk in a prompt, courteous and efficient manner.
- Contribute towards the library service's communications strategy including print and online promotional activities.
- Staff supervision
- Training and professional assistance to library customers.
- Other library duties as directed by the Library Services Coordinator as required to ensure the efficient management of the library service.

### **Strategic**

- N/A

### **Human Resources**

- N/A

### **Council Support**

- N/A

### **Occupational Safety and Health**

- Responsible for ensuring own safety and health and that of other people in the workplace.
- Comply with occupational safety and health legislation and the City's OSH policies and procedures.

### **Risk Management**

- Comply with the City's risk management policies and procedures.
- Responsible for reporting possible risks in relation to operational procedures.

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## Requirements of the Job

### Skills and Knowledge

- Thorough working knowledge of and interest in the provision of services to young people and client groups.
- Thorough working knowledge of public library practices and procedures.
- Thorough working knowledge of and interest in the provision of reference services to Library clients.
- Thorough working knowledge of and interest in the provision of eResources.
- High level communication and interpersonal skills.
- Good organisational and time management skills.
- Ability to work with minimal supervision
- Ability to work effectively and cooperative as part of a team.
- Proficient with the use of Microsoft Office Suite.

### Experience

- Experience working in a public and automated library.
- Experience in the support of an automatic library management system. Amlib library management system experience would be advantageous.
- Experience in staff supervision.

### Qualifications, Certificates and Licences

- Tertiary qualification in Library and Information Services and eligible for associate membership of the Australian Library and Information Association (ALIA).
- A current Working with Children Check.
- A current 'C' class drivers licence.
- A current Senior First Aid Certificate.

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## Physical Work Component

During normal duties, the frequency of lifting, carrying or pulling the following weight is:

	Never	Seldom	Occasionally	Often	Always
23 kgs or over	✓				
9 – 22 kgs	✓				
Under 9 kgs				✓	



During normal duties, the frequency of the following activities is:

	Never	Seldom	Occasionally	Often	Always
Walking				✓	
Walking on uneven ground	✓				
Driving		✓			
Reaching above shoulder height			✓		
Reaching at shoulder height					✓
Reaching below shoulder height					✓
Bending or crouching					✓
Kneeling or crawling		✓			
Working with hazardous substances	✓				

During normal duties, the frequency activity is required to be maintained for:

	0-30 minutes	31-50 minutes	51-90 minutes	Over 90 minutes
Sitting at one time			✓	
Standing at one time	✓			
Driving at one time	✓			

During the average day, the total number of hours spent in the following position or activity is:

	0-2 hours	2-4 hours	4-6 hours	6-8.5 hours
Sitting at one time	✓			
Standing at one time	✓			

During the average day, the position may require working in the following conditions:

	Yes	No
Outside		✓
Extremes of hot or cold		✓
Damp or humid environment		✓
Noisy environment		✓
Dusty or unventilated environment		✓
Toxic fumes or hazardous chemicals		✓



## Extent of Authority

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

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## Certification

Approved by: Director Corporate & Strategy Authorised by: Chief Executive Officer

Date Reviewed: November 2015

## Librarian Fixed term : Contract hours

December 2015

45 minutes Lunch Break

### **Week 1**

Mon	8.30 - 5.30 =	8.25 hrs	NED
Tues			
Wed	8.30 - 1.30 =	5.00 hrs	NED
Thurs			
Fri	<b>8.30 - 5.00 =</b>	<b>7.75 hrs</b>	<b>MTC</b>
Sat	8.45 - 1.00 =	4.25 hrs	NED
Sun	12.45 - 5.00 =	4.25 hrs	NED

**29.50 hrs**

### **Week 2**

Mon	8.30 - 5.30 =	8.25 hrs	NED
Tues			
Wed	8.30 - 1.30 =	5.00 hrs	NED
Thurs			
Fri	<b>8.30 - 5.00 =</b>	<b>7.75 hrs</b>	<b>MTC</b>
Sat			V
Sun			A

**21.00 hrs**

**Fortnight total = 50.50 hrs**

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### **Week 3**

Mon	8.30 - 5.30 =	8.25 hrs	NED
Tues			
Wed	8.30 - 1.30 =	5.00 hrs	NED
Thurs			
Fri	<b>8.30 - 5.00 =</b>	<b>7.75 hrs</b>	<b>MTC</b>
Sat			
Sun			

**21.00 hrs**

### **Week 4**

Mon	8.30 - 5.30 =	8.25 hrs	NED
Tues			
Wed	8.30 - 1.30 =	5.00 hrs	NED
Thurs			
Fri	<b>8.30 - 5.00 =</b>	<b>7.75 hrs</b>	<b>MTC</b>
Sat			
Sun			

**21.00 hrs**

**Fortnight total = 42.00 hrs**

Total hours = 92.5 hrs per 4 week period (0.6 FTE)

NED total hrs - 61.5 hrs (0.40 FTE)

MTC total hrs - 31.0 hrs (0.20 FTE)