



## POSITION DESCRIPTION

### POSITION IDENTIFICATION

<b>Title</b>	eLibrary Services Specialist	<b>Level</b>	6/7
<b>Sub Unit</b>	Library Services	<b>Establishment No.</b>	CD11004
<b>Service Unit</b>	Cultural Development	<b>PD updated</b>	June 2016
<b>Directorate</b>	Community & Place	<b>Supervises</b>	Nil
<b>Reporting to</b>	Coordinator Library Services		

### POSITION OBJECTIVE

Manage the libraries' online and technology areas to provide services for the community.

### KEY ACCOUNTABILITIES

1. Strategic management of technology and collections through research, review, analysis and evaluation.
2. Manage the development and maintenance of the library management system and implementation of new IT systems and processes, including management of budgets and contracts.
3. Advise IT Services in implementation and maintenance of library technology.
4. Identify and resolve technological issues.
5. Develop policies, procedures and provide training for automated systems and resources.
6. Prepare and manage technology budgets.
7. Research, recommend and apply industry best practice and improved online service delivery.
8. Generate, maintain and analyse library system reports and other statistical reports to inform service improvements.
9. Liaise with relevant stakeholders including other libraries, external organisations and City Business Units regarding library technologies.
10. Undertake other activities including undergoing training and development as required for execution of the role.
11. Comply with all City policies and procedures and relevant legislation.
12. Exercise duty of care in line with City Occupational Safety and Health policies.

## WORK RELATED REQUIREMENTS/SELECTION CRITERIA

### Essential

1. Tertiary qualifications in Information Technology, Library & Information Science or related discipline, or equivalent experience.
2. Demonstrated ability to manage resources to meet strategic and operational needs.
3. Experience in project management.
4. A positive, proactive approach to change and a willingness to work in any service unit across the City should it be operationally required.
5. Advanced analytical and problem solving skills.
6. Advanced communication and negotiation skills.
7. Extensive experience in the efficient utilisation of information systems and technology.
8. National Police Clearance < six months old.

### Desirable

1. Experience in a similar local government role and knowledge of local government library operations.

### Special Requirements

Nil

## EXTENT OF DELEGATED AUTHORITY

Receives minimal direction and must work independently. Provides no supervision. Required to exercise decision making and problem solving with a high degree of autonomy. Able to approve expenditure up to \$7,500.

## CERTIFICATION

The details contained in this document are an accurate statement of the position.

Print Name:

Susan Dalgleish

Susan North

Signature:



Leader



NUL