



**Title:** Librarian (Young People Services)

**Position Number:** 3128

**Division:** Corporate and Strategy

**Level:** Four (4)

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## Position Objectives

- Provide professional support for the efficient operation of the Nedlands Library Service by the effective provision, promotion and development of services to library clients and the community.
- Provide supervisory and monitoring duties to support the Library Services Coordinator.

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## Organisational Relationships

**Reporting to:** Library Services Coordinator

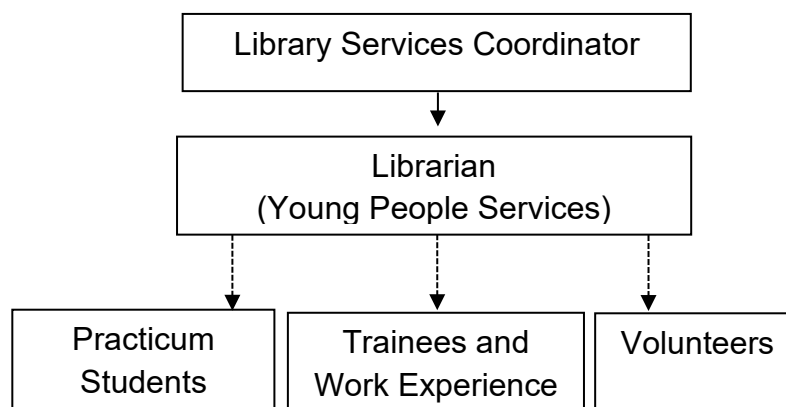
**Responsible for:** Practicum and work experience students, trainees and some volunteers.

**Membership of:** Community – Library Services

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

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## Organisational Chart





## **Key Responsibilities**

### **Operational**

- Initiate and undertake promotional activities that increase the usage of the City's library services by young people, including provision of advice on accessing applicable services available to young people and the development of targeted library collections.
- Undertake selection of library materials for the Junior and Young Adult collections.
- Actively liaise with schools and relevant community groups on promoting and initiating library services and events available to young people.
- Catalogue library acquisitions.
- Participate in public library forums concerned with young people services and other library matters.
- Engage in the review and application of library policies and procedures.
- 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.
- Undertake rostered duties on circulation desk and information desk in a prompt, courteous and efficient manner.
- Contribute towards the library service's communications strategy by assisting with promotional and marketing activities across print, social media platforms and via the City website and internal systems.
- Provide training and professional assistance to library customers and other employees as required.
- Maintain the bibliographic database as required.
- Other activities within the limits of your skill, competency and training as advised by Library Services Coordinator.

### **Strategic**

- Participate in collaboration with the Library Services Coordinator in the overall strategic planning of the City's library services.

### **Human Resources**

- Provide leadership, feedback and support to practicum students, trainees and volunteers.
- Provide guidance and support to Library Customer Services Officers as Librarian on Duty as required

### **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**

- High level communication and interpersonal skills.
- Thorough knowledge of public library practices and procedures.
- Thorough knowledge of and interest in the provision of young people services to Library users.
- High level customer service skills with the ability to take initiative to resolve customer queries.
- Ability to work independently and within a team environment.
- Good organisational and time management skills.
- Proficient in the use of Microsoft Office Suite.

### **Experience**

- Demonstrated experience working in a public library.
- Experience in using a Library Management System. Knowledge of Spydus would be advantageous.
- Experience in troubleshooting of library systems, platforms and the use of information technology relative to Library use.
- Experience in staff mentoring and training.

### **Qualifications, Certificates and Licences**

- Tertiary qualification in Library and Information Studies or equivalent demonstrated experience.
- Eligible for associate membership of the Australian Library and Information Association (ALIA).
- Current Working with Children Check.
- Current 'C' Class Drivers licence.
- Current Provide First Aid Certificate.



## 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 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

A handwritten signature in blue ink, consisting of a series of fluid, connected strokes.

Signature:

Date Reviewed: 25 November 2021

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