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| **Position Title** | Youth Librarian |
| **Award** | Local Government Industry Award 2020 |
| **Classification** | 6/7 |
| **Directorate** | Infrastructure & Environment |
| **Section** | Library and Local History Centre |
| **Responsible to**  (Immediate Supervisor) | Branch Librarian |
| **Positions under**  **Direct Supervision** |  |
| **Positions under**  **Indirect Supervision** | Administration Officer Library Technician Library Officers Library Support Library Assistant |
| **Date last reviewed** | October 2009 |

Delivering high quality customer and reference services that are supported by efficient and sustainable work practices.

**VINCENT’S ORGANISATIONAL VALUES**

All employees are expected to work within City of Vincent values and display the following behaviours:

**Engaging:** Listening, understanding and communicating is the key to our success.

**Accountable:** We work openly and transparently to earn our community’s trust.

**Making A Difference:** Our work improves our community and the lives of our residents.

# OVERALL OBJECTIVE OF THE POSITION:

The Youth Librarian contributes to the general operations and library services and oversees the library programs, services and collection aimed at community members aged 0 – 18 and their families in the City of Vincent

# SELECTION CRITERIA:

1. **KNOWLEDGE AND SKILLS:**

* Awareness of contemporary developments in youth based library services, programs, literature including technology and software and their application to the delivery of library services
* Demonstrated knowledge and sound understanding of connected learning and best practice early literacy principles and skill development
* Knowledge of Marc, Dewey Decimal Cataloguing and classification system, State Library procedures and policies
* Demonstrate a high level of interpersonal skills and work ethics including diplomacy and confidentiality with library patron user information and records
* Well developed written and verbal communication skills sufficient to interact successfully with a diverse range of clients
* Ability to determine priorities, organise work tasks and meet deadlines
* Ability to work independently or in a team environment

1. **EXPERIENCE:**

* Previous experience with a diverse range of AI and digital technology tools is desirable
* Previous experience using Sirsidynix is desirable

1. **QUALIFICATIONS AND/OR TRAINING:**

* Relevant tertiary qualifications in Library and Information Science or equivalent allowing professional membership of the Australian Library and Information Association
* Ability to obtain National Police Clearance Certificate and Working With Children Check
* Current WA Driver’s Licence

**RESPONSIBILITIES:**

**1.** **Outcome – Leadership**

* Contribution to strategic planning, policy and procedural development and implementation
* Implementation of sustainability, diversity and inclusion best practices and principles
* Positive contribution to harmonious working relationships & team development
* Regularly engage with learning opportunities and professional networks
* Supervise library officers, volunteers and assistant as required

**2.** **Outcome – Project Management**

* Curate and develop the junior collection ensuring ongoing relevancy and interest to the community
* Prepare and collate accurate statistics and other relevant supporting data for reporting and strategic planning
* Design, deliver and evaluate junior programs that cover a wide range of interests and needs
* Manage junior outreach programs and delivery of Better Beginnings reading program

**3. Outcome – Administration**

* Develop procedures and relevant documentation to support efficient work practices
* Plan and deliver initiatives that support the promotion and utilisation of the library and its services
* Provide assistance to all library and city staff as required

**4. Outcome – Customer Service**

* Provide a consistently high level of customer service internally and externally in accordance with the City’s Customer Service Charter
* Undertake and action customer service reference queries
* Develop and manage internal and external relationships
* Support the staffing of the front desk and associated duties

**5. Outcome – Human Resource Management**

* Understand and comply with Human Resources policies, procedures and standards to help achieve leading practice and enhance the City’s reputation as a preferred employer
* Perform other duties within the scope of the position as requested by the Branch Librarian

**6. Outcome – Occupational Safety and Health**

* Ensure that any personal work station/area is maintained in a safe, clean and tidy condition, so that risk of accidents occurring is reduced to a minimum
* Exercise a duty of care to understand the need to work in a safe and efficient manner, having regard to own safety and that of others

**7. Outcome – Equal Opportunity and Diversity**

* Be aware of and comply with the principles of Equal Opportunity and Diversity.
* Ensure the workplace is free from discrimination, harassment and bullying.