

POSITION DESCRIPTION

Position Title:	Warrumbungle Libraries Coordinator (Rural Region)	Position Code:	4-WLC
Division:	Community, Culture and Places	Grade:	G
Location:	Coonabarabran	Hours/Week:	35
Reports to:	Manager Macquarie Regional Library		
No. Direct Reports:	6	No. Indirect Reports	1

Primary Purpose of Position

The position coordinates the delivery of contemporary library and information services in the Warrumbungle Shire in accordance with the strategic objectives of the Macquarie Regional Library. The position leads a small team across three small libraries and three service points to deliver library services, programs, and events that enhance community engagement, literacy development, and lifelong learning.

Key Accountabilities / Duties

Key Result Area	Primary Activities/Measures
Library Services	<ul style="list-style-type: none"> Deliver and oversee circulation services in the libraries and service points. Deliver services according to legislation and adopted strategies and plans to meet community needs and organisational priorities. Monitor, review and report on goals and performance that link community needs and organisational priorities to service delivery. Lead a small team to deliver high-quality services, programs, events and customer experiences. Submit clear and concise reports about operational and key performance areas.
Leadership	<ul style="list-style-type: none"> Promote leadership, decision-making, and problem-solving through planning, coaching, and developing staff. Develop and maintain a clear understanding of local and community needs and promote this to the team.
Community Engagement	<ul style="list-style-type: none"> Develop and maintain an excellent relationship with the Council, community organisations, agencies and other groups, including lifelong learning and formal and informal education providers.
Marketing and Promotion	<ul style="list-style-type: none"> Contribute to the development of the annual Marketing and Promotional Plan. Implement, monitor and report on the Warrumbungle library activities in accordance with the schedule. Proactively seek media opportunities in accordance with Council policy and guidelines.

Key Accountabilities / Duties

Operational Responsibilities

- Oversee operational aspects of the branch libraries.
- Ensure library resources, presentation of libraries, collections, and displays are appropriate.
- Maintain up-to-date policies and procedure manuals.
- Ensure timely and accurate collection of relevant statistics.
- Provide input into the Warrumbungle library collection in accordance with the Collection Development Policy and other guidelines.
- Monitor the day-to-day operation of the Library Management System, computers, photocopiers and other hardware, including notification of maintenance requirements.
- Ensure compliance with I.T. related policies and procedures and report service faults.
- Responsible for daily cash handling.
- Monitor security and maintenance needs for the libraries and report in accordance with policies and procedures.

Inherent Requirements of the Position

- The position is part of a seven-day circulation desk roster which includes working Saturdays on a rotational basis.
- Class C Drivers Licence
- Working With Children Check
- Current First Aid Certificate
- This position requires a pre-employment health assessment
- A large majority of this role is customer service based at the circulation desk, using computers/electronic systems; thus, an inherent requirement of this position is the ability to complete sustained periods of work standing or sitting at a desk utilising computers/electronic systems or other office-based equipment
- This position requires wearing an MRL identification badge when working in an MRL library/service point and at public events.
- This position operates from the Coonabarabran Library with periodic travel to library and service points locations as needed.
- An agreement schedule provides the occasional use of a Warrumbungle Shire Council vehicle to travel to branches and service points.

Selection Criteria

Essential

1. Diploma in Library and Information Science with an ALIA Accredited qualification as a Library Technician, or willingness to obtain.
2. Experience in developing and delivering contemporary library and information services, preferably in a public library environment.
3. Experience in community engagement and delivering community programs and events.
4. Experience in leading a small team to achieve organisational goals and outcomes.
5. Demonstrated leadership, verbal and written communication skills.
6. Demonstrated understanding of current issues and trends in public libraries.

Desirable

Selection Criteria

7. Demonstrated experience in Library Management Systems and excellent computer and keyboard skills

Organisation Wide Accountabilities

Corporate Values	<p>Creating Community for Today and Tomorrow</p> <p>All employees have a responsibility to uphold the values of Dubbo Regional Council being:</p> <ul style="list-style-type: none"> • Progressive <ul style="list-style-type: none"> ○ Be Curious, Courageous And Committed • Sustainable <ul style="list-style-type: none"> ○ Balanced Approach To Growth & Opportunity • One Team <ul style="list-style-type: none"> ○ Working Together • Integrity <ul style="list-style-type: none"> ○ Accountable For Our Actions
Work Health and Safety	<p>All employees are responsible for the Work Health and Safety (WHS) for Dubbo Regional Council, and their duties include:</p> <ul style="list-style-type: none"> • Complying with Council's WHS policies and procedures • Working with due diligence and consideration to safeguard their own health and safety and the health and safety of others • Reporting any potential hazards, incidents or injuries to their Supervisor or Human Resource Services within 48 hours • Participating in any WHS consultation arrangements • Complying with any Return to Work Plan if injured and supporting rehabilitation in the workplace • Correctly using all personal protective equipment • Complying with emergency and evacuation procedures and site rules if applicable • The Chief Executive Officer, Directors (Officers), Managers and On-Site Supervisors have additional responsibilities as defined in the Dubbo Regional Council Work Health and Safety and Consultation Policy
Sustainability	<p>Staff will give equal priority to improving and enhancing Council's economic, social and environmental outcomes by integrating sustainability into all decision making processes. This includes continuously increasing efficiencies, reducing resource use, sustainable procurement, maintaining service levels and protecting our natural assets. In addition, it is expected that all staff can demonstrate awareness and participation in sustainable work practices.</p>
Code of Conduct and Equal Employment Opportunity	<p>Staff will, at all times, adhere to:</p> <ul style="list-style-type: none"> • Council's adopted Code of Conduct. • Council's Anti-Discrimination, Harassment and Equal Employment Opportunity Policy to foster a fair and equitable workplace free of illegal discrimination, harassment and bullying behaviour.

Acceptance:

I, _____ confirm I have read and understood the Position Description. As the incumbent of this position, I agree to work in accordance with the requirements of the position and will abide by Dubbo Regional Council's policies and procedures.

I understand this Position Description is designed to guide the responsibilities and activities to be undertaken in this position and is not intended to be an exhaustive list. I acknowledge that the organisation, in response to changing priorities, may vary tasks and responsibilities from time to time.

Signature:

Date: