

## POSITION DESCRIPTION

<b>Position Title:</b>	Narromine Libraries Coordinator	<b>Position Code:</b>	5-NLC
<b>Division:</b>	Liveability	<b>Grade:</b>	F
<b>Location:</b>	Narromine	<b>Hours/Week:</b>	35
<b>Financial Delegations:</b>	Nil	<b>Reports to:</b>	Manager Macquarie Regional Library
<b>No. Direct Reports:</b>	2	<b>No. Indirect Reports</b>	1

### Primary Purpose of Position

The position is responsible for the delivery of high quality and effective library and information services in accordance with Macquarie Regional Library's strategic objectives, policies, and procedures. The position plans and delivers services, programs and events that enhance community engagement, literacy skills, educational, recreational and lifelong learning.

### Key Accountabilities / Duties

Key Result Area	Primary Activities/Measures
Library Services and Customer Experience	<ul style="list-style-type: none"> <li>• Provide input into the development of the Strategic Plan, Delivery Program, Budget and Revenue Policy.</li> <li>• Deliver excellence in customer service experiences and regularly review and evaluate branch programs, plans, activities and collections.</li> <li>• Lead a small team in the delivery of high quality reference and readers' advisory services and customer experiences that increase reading, knowledge and literacy outcomes.</li> <li>• Ensure programs and events are planned and delivered with an emphasis on community focus and quality assurance.</li> <li>• Ensure that program, project, and event objectives are achieved within budget allocation.</li> </ul>
Leadership & Supervision	<ul style="list-style-type: none"> <li>• Proactively participate and contribute to the development of the regional library service.</li> <li>• Implement the MRL Delivery and Operational Plans and Programs in accordance with scheduled timeframes.</li> <li>• Promote leadership, decision making and problem solving through planning, coaching and developing staff.</li> <li>• Submit clear and concise reports in relation to operational and key performance indicators.</li> <li>• Develop and maintain a clear understanding of local and community needs and review the Community Strategic Plan and relevant strategy documents.</li> </ul>
Strategy & Community Engagement	<ul style="list-style-type: none"> <li>• Develop and maintain an excellent relationship with member Council, community organisations, agencies and other groups including lifelong learning and formal and informal education providers.</li> </ul>
Marketing and Promotion	<ul style="list-style-type: none"> <li>• Contribute to the development of the Marketing and Promotional Plan.</li> </ul>

### Key Accountabilities / Duties

	<ul style="list-style-type: none"> <li>• Implement, monitor and report on branch component of the Marketing and Promotional Plan in accordance with scheduled timeframes.</li> <li>• Proactively manage media opportunities in accordance with Council policy and guidelines.</li> </ul>
Operational Responsibilities	<ul style="list-style-type: none"> <li>• Supervise all aspects of the branch libraries operations.</li> <li>• Ensure library resources, presentation of libraries, their collections and displays are to required standard.</li> <li>• Maintain up-to-date policies and procedure manuals.</li> <li>• Ensure timely and accurate collection of relevant statistics.</li> <li>• Ensure staff are appropriately trained and refresher training undertaken as required.</li> <li>• Evaluate library collections in accordance with the Collection Development Policy and other guidelines.</li> <li>• Monitor the day-to-day operation of the Library Management System, computers, photocopiers and other hardware, including notification of maintenance requirements.</li> <li>• Ensure compliance with I.T. related policies and procedures and report I.T. service faults.</li> <li>• Responsible for daily cash handling.</li> <li>• Coordinate trade, security and maintenance activities for the library buildings as required and in accordance with policies and procedures.</li> </ul>

### Inherent Requirements of the Position

- The position operates on a six day circulation desk roster including Saturdays on a rostered basis and at other times as required by the position.
- 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 is required to wear a MRL identification badge when working in an MRL libraries/service point and at public events.
- This position is required to operate from the Narromine Branch with travel to Trangie Branch and other locations as required by the position.

### Selection Criteria

#### Essential

1. Diploma in Library and Information Science with eligibility for membership of the Australian Library and Information Association (ALIA) or experience commensurate to the qualification.

### Selection Criteria

2. Experience in developing and delivering high quality library and information services, preferably, in a local government environment.
3. Experience in community engagement and delivery of library programs and events to the community.
4. Experience in leading a small team to achieve organisational goals and outcomes.
5. Strong verbal and written communication skills.

### Desirable

6. Demonstrated understanding of current issues and trends in public libraries.
7. Demonstrated experience in Library Management Systems and excellent computer and keyboard skills.

### Organisation Wide Accountabilities

Corporate Values	<p><b>Creating Community for Today and Tomorrow</b></p> <p>All employees have a responsibility to uphold the values of Dubbo Regional Council being:</p> <ul style="list-style-type: none"> <li>• <b>Progressive</b> <ul style="list-style-type: none"> <li>○ Be Curious, Courageous And Committed</li> </ul> </li> <li>• <b>Sustainable</b> <ul style="list-style-type: none"> <li>○ Balanced Approach To Growth &amp; Opportunity</li> </ul> </li> <li>• <b>One Team</b> <ul style="list-style-type: none"> <li>○ Working Together</li> </ul> </li> <li>• <b>Integrity</b></li> </ul> <p>Accountable For Our Actions</p>
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"> <li>• Complying with Council's WHS policies and procedures</li> <li>• Working with due diligence and consideration to safeguard their own health and safety and the health and safety of others</li> <li>• Reporting any potential hazards, incidents or injuries to their Supervisor or Human Resource Services within 48 hours</li> <li>• Participating in any WHS consultation arrangements</li> <li>• Complying with any Return to Work Plan if injured and supporting rehabilitation in the workplace</li> <li>• Correctly using all personal protective equipment</li> <li>• Complying with emergency and evacuation procedures and site rules if applicable</li> <li>• 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</li> </ul>
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. 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"> <li>• Council's adopted Code of Conduct.</li> </ul>

#### Organisation Wide Accountabilities

- 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: