

POSITION DESCRIPTION

LIBRARIAN INFORMATION SERVICES

POSITION NUMBER	LIB034
DIRECTORATE	Community and Culture
SECTION	Library Services
REPORTS TO	Team Leader Library Information Services
DIRECT REPORTS	None
GRADE	11
CONDITIONS OF EMPLOYMENT	Local Government (State) Award 2020
DATE PREPARED	June 2019
DATE LAST UPDATED	August 2020

1. PURPOSE OF THE POSITION

To provide expert research, advice, reporting, training and programs to enhance the information literacy of our staff and the community. The position is to support the projects of the Library Information Services Team and includes the delivery of programs, both in person and online, service desk tasks and roving duties at all Georges River Libraries as required.

2. KEY ACCOUNTABILITIES

- 2.1 Assist the development, delivery and evaluation of the Library's information services including research requests, local studies and reference collections and document delivery.
- 2.2 Design and deliver in person and online programs and training to staff and customers for information discovery, information literacy and effective use of the Library.
- 2.3 Assist the development and implementation of strategies, plans, policies and procedures regarding the Library's information services.
- 2.4 Assist with collection and reporting of statistical data related to the Library's information services including collections, programs, online and face to face interactions.
- 2.5 Assist with the creation of content and maintenance of the Library's collections, systems, websites, social media, and other projects of the Information Services team.

3. WORKPLACE HEALTH AND SAFETY

'There is always time to work safely'. We all have a responsibility for Workplace Health and Safety. All employees must observe safe work practices and operating procedures and comply with the requirements of the WHS legislation and Council's Policies and Procedures relating to Workplace Health and Safety.

4. MODEL CODE OF CONDUCT

Council's Model Code of Conduct sets out minimum standards of conduct that is expected of employees and which we must adhere to. Employees must be impartial and fair in dealings with residents, customers, suppliers, general public and with each other in order to retain trust, confidence and support.

5. EQUAL EMPLOYMENT OPPORTUNITY

Georges River Council wants to build a workplace free from discrimination and harassment. It is the responsibility of all employees to ensure that they treat all colleagues and customers with respect and professionalism without regard to non-relevant criteria or distinctions.

6. COUNCIL'S POLICIES, MANAGEMENT GUIDELINES AND PROCEDURES

Comply with all Council's Management Guidelines, Policies and Procedures

7. CUSTOMERS

- 7.1 Provide effective service to Council customers and the community
- 7.2 Provide effective service to internal customers
- 7.3 Present a positive image of council

8. LIMITS OF AUTHORITY

Please note that this position holds delegations pursuant to section 378 of the Local Government Act. Responsibilities are to be exercised in accordance with Council's Delegations of Functions.

9. SELECTION CRITERIA

Qualifications, Certificates & Licences

- 9.1 Tertiary qualifications in Library and Information Science at Librarian level.

Essential

- 9.2 Demonstrated high level skills and experience in providing research and services that develop information literacy in public libraries.
- 9.3 Demonstrated high level skills in providing customer service and delivering programs, in a range of formats, in public libraries.
- 9.4 Demonstrated high level skills in written and verbal communication including effective business writing, running meetings, providing training and consulting with stakeholders.
- 9.5 Demonstrated experience working with customers from diverse backgrounds.
- 9.6 Demonstrated experience in effective time management, project planning and problem solving
- 9.7 Demonstrated experience working effectively in a team environment.

Desirable

- 9.8 Class C drivers Licence
- 9.9 Certificate IV in Training and Assessment

