

Position description

Branch Librarian

Division:	Liveable Communities
Department:	Libraries and Community Services
Reports to:	Customer Services Librarian
Number of direct reports:	7 direct, plus casuals
Location:	Forster
Grade:	7
Employment status:	Full time
Date approved:	May 2022

Our Mission

“We deliver benefits for our community in a way that adds value and builds trust”.

Our Values

Organisational values are a critical component of our organisational culture. Council staff and management have created and adopted the following set of organisational values which help guide our decisions and behaviours.

Wellbeing	We value safety, security, health and happiness
Integrity	We are open, honest, accountable and take pride in all we do
Sustainability	We use efficiencies, innovation and cooperation to achieve sustainable results
Respect	We work together respectfully ensuring inclusion, equality and open communication

Position Overview

Reporting to the Customer Services Librarian the Branch Librarian will oversee the operations of Forster Library. The Branch Librarian is responsible for managing the library function, including supervision of the team, to ensure the achievement of outcomes in line with organisational and departmental strategies, objectives, vision and values.

Key Accountabilities & Duties

- Coordinate and monitor branch staff and volunteers according to library and Council standards and procedures
- Conduct interactions with customers professionally by clarifying and understanding the customer request, presenting options and explaining solutions
- Coordinate, support and troubleshoot client use of library technology and electronic services

- Monitor client needs and collection usage and make requests for purchase
- Promote library and information services in the community
- Develop and maintain effective relationships with community groups
- Monitor and report condition and security of physical facilities
- Coordinate delivery of relevant library activities and services

Selection Criteria






1. Relevant tertiary qualifications
2. Previous experience in a similar position
3. Ability to connect with community and promote library services
4. High level information technology skills, including knowledge of library management systems
5. Ability to supervise, organise workflows and be an effective time manager
6. Previous experience in the provision of quality customer service
7. Excellent written and oral communication skills
8. Demonstrated experience with computers and a familiarity with standard PC software applications
9. Demonstrated ability to manage projects
10. Demonstrated ability to work largely unsupervised and achieve desired outcomes on time
11. Proven ability to work effectively in a team

Position Capabilities

The Local Government Capability Framework describes the core knowledge, skills and abilities expressed as behaviours, which set out clear expectations about performance in local government: “how we do things around here”. It builds on organisational values and creates a common sense of purpose.

More detailed descriptors of capabilities are available at: <http://capability.lgnsw.org.au/?staff-member>

Below is the full list of capabilities and the level required for this position. The capabilities in bold are the focus capabilities for this position.

Local Government Capability Framework		
Capability Group	Capability Name	Level
 Personal attributes	Manage Self	Intermediate
	Display Resilience and Adaptability	Intermediate
	Act with Integrity	Intermediate
	Demonstrate Accountability	Adept
 Relationships	Communicate and Engage	Intermediate
	Community and Customer Focus	Adept
	Work Collaboratively	Adept
	Influence and Negotiate	Intermediate
 Results	Plan and Prioritise	Intermediate
	Think and Solve Problems	Intermediate
	Create and Innovate	Intermediate
	Deliver Results	Intermediate
 Resources	Finance	Intermediate
	Assets and Tools	Foundational
	Technology and Information	Intermediate
	Procurement and Contracts	Intermediate
 Workforce Leadership	Manage and Develop People	Intermediate
	Inspire Direction and Purpose	Foundational
	Optimise Workforce Contribution	Foundational
	Lead and Manage Change	Foundational

ACKNOWLEDGEMENT

This position description is a broad description of the accountabilities, duties and required capabilities relating to this position. The role and position are dynamic and may evolve and change over time in line with changing strategic and operational requirements. Continuing development, change and improvement of processes, practices, knowledge, skills and behaviours is expected at MidCoast Council.

I have signed below in acknowledgement of reading, understanding and accepting the contents of this document. I accept that, with consultation, my duties may be modified by MidCoast Council from time to time as necessary.

Employee's Signature:

Date:

HR USE ONLY

Is a Working with Children Check required for this position?

Yes ☒ No ☐

Is a criminal record check required for this position?

Yes ☐ No ☒