



---

## Position Description

Role:	Librarian Local Studies – Part time
Department/Section:	Community Development / Library Services
Reports to:	Team Leader Library Experience
Responsible for:	NIL

---

### WORKING AT MOSMAN COUNCIL

Members of the Mosman Council staff team are expected to be:

- Ethical
- Excellent communicators
- Committed to customer service
- Technically and professionally competent, with a pride in keeping their knowledge current
- Focussed on solutions
- Team players

### MAIN PURPOSE

The position is accountable to the Team Leader Library Experience for the provision of customer service to the Library's clients with particular emphasis on the Local Studies Service.

The position assists the Local Studies Librarian with the organisation and conservation of the local studies collection. The position also participates in events and promotional and outreach activities associated with local studies.

## **KEY RESPONSIBILITIES**

- Provision of quality customer service to the Library's clients.
- Indexing and cataloguing local studies vertical file resources.
- Cataloguing and organising of the local studies photographic resources.
- Assisting the Local Studies Librarian with conserving and organising the archives collection.
- Participate in special projects relating to Mosman's heritage, including the creation of online content
- Promptly and accurately register incoming correspondence and information that requires an action or represents official business into Council's electronic Corporate Information Management System (ECM) in accordance with approved protocols and standards
- Ensure all work is carried out in accordance with legislative, industrial and Council policy requirements and standards in the area of Equal Employment Opportunity
- Act lawfully, honestly and exercise a reasonable degree of care and diligence in carrying out your functions and comply with our Code of Conduct and Prevention of Fraud and Corrupt Conduct Policy
- Other duties may be allocated by the Supervisor or Manager as required

## **WORK HEALTH AND SAFETY RESPONSIBILITIES**

As an employee of Mosman Council you must:

- Take reasonable care for your own health and safety
- Take reasonable care that your acts or omissions do not adversely affect the health and safety of other persons
- Comply, so far as you are reasonably able, with any reasonable instruction that is given by Mosman Council (to comply with its responsibilities under the *WHS Act*)
- Co-operate with any reasonable policy or procedure relating to health or safety at the workplace that has been notified to workers
- Participate in training, emergency response rehearsals and reviews
- Keep the workplace safe, clean and tidy
- Cooperate with safe work method statements, standard operating procedures and controls
- Report all incidents, near misses and injuries
- Report hazards
- Undertake rehabilitation and return to work program requirements, where required
- Wear and maintain provided Personal Protective Equipment (PPE)
- Cooperate with Site Safety Rules
- Actively participate in any other safety activities

## **SKILLS AND COMPETENCIES - Selection Criteria**

### **Essential:**

- Degree qualifications in Library/Information Science and eligibility for professional membership of A.L.I.A.
- Excellent interpersonal and communication skills, together with judgement and problem solving skills
- Demonstrated experience in cataloguing library materials
- Demonstrated high level written and oral communication skills including the ability to write both online and hard copy articles and content
- Demonstrated commitment to quality customer service and continuous improvement strategies with a focus on solutions
- A strong team orientation and interpersonal skills including conflict resolution and communication skills.
- Good organisational skills and ability to meet deadlines and work under pressure
- Demonstrated knowledge and experience in the use of social media tools to promote library services and collections
- Computer proficiency with Windows applications and electronic information resources
- Working with Children Check Clearance
- Valid COVID-19 Vaccination Certificate

### **Desirable:**

- Experience in the area of local studies.
- Knowledge of Mosman's history and heritage.
- Experience in creating digital online content
- Current class C Drivers Licence.

## Conditions of Employment

Mosman Council operates under the *Local Government (State) Award 2020*.

Hours:	68 hours over a 4 week period across a 7 day spread of hours
Status:	Part Time
Qualifications:	Degree qualifications in Library/Information Science and eligibility for professional membership of A.L.I.A.
Commencing Salary / Range:	Group E Council Salary System plus Superannuation Band 2, Level 2 to Band 3, Level 1
Position Approved By:	Director Community Development
Approved Date:	June 2022

### ***Employee only:***

I have read and understand the contents of this position description and undertake to meet the responsibilities in an appropriate manner.

Employee's Name (printed).....

Employee's Signature ..... Date.....