

Children's & Youth Services Librarian

Position Description



Position number:	0148, 0180, 0181, 0741, 0900
Classification:	Band 5
EA:	Moreland City Council Enterprise Agreement
Department:	Community
Branch:	Cultural Development
Unit:	Library Services
Reports to:	Service Point Team Leaders
Supervises:	All staff when occupant is the most senior staff member available; Library Technicians and Library Officers reporting to the position.
Approved by:	Manager Cultural Development

Organisational values:



Position objectives

- In accordance with established Library policy, practices and directives, provide high quality, targeted library and information services to children and young people under the direction of the Service Point Team Leaders.

Date Created: 4 May 2007

Date Modified: 13 April 2022

Date Approved:

Date Printed:

Key responsibility areas

Customer Services

- Perform customer service duties, including assisting with self service and borrowing ematerials, returning, shelving and shelf reading library materials.
- Instruct and advise customers in using the catalogue, databases and the library.
- Perform information and reference service duties, including providing information and customer assistance with photocopiers, Wi-Fi, the Internet and PCs.
- Assist with the reservations pick list.
- Provide relief at other service points as required.

Promotion and Extension Activities

- Organise activities including but not limited to school holiday programs, weekly storytimes, weekly rhyme-time for babies, children's reading groups, digital literacy, kindergarten and day care visits, school visits, and other children's and youth activities at the service point(s) where the position is based.
- Provide outreach to our schools, kindergartens, day care centres and other places where our families and young people gather.
- Prepare and distribute subject booklists, lists of new materials and bibliographies for children, youth and parents.
- Liaise with schools, creches, kindergartens and children's centres.
- Arrange displays, notices and extension activities to promote children's and youth services to the community.
- Provide talks to new parents' groups and children's groups on developing children's reading skills.
- Assist with library initiatives to bridge the digital divide.

Staff Supervision and Administration

- Supervise and assign work to Library Officers and Library Technicians reporting to the position; and other library staff as required at the service point(s) where the position is based.
- Develop work plans and undertake staff evaluation for staff reporting to the position.
- Coordinate and supervise work experience placements at the service point(s) where the position is based.
- Prepare rosters as required.
- Prepare reports and correspondence as required, including reports from the Library Management System.
- Organise general day-to-day administrative duties, including time sheets when required.
- Assist with website and social media content as required.

Collection Development

- Under the supervision of the Team Leader Coburg Library and Children's Services, organise and maintain the children's and youth materials collections at the library service point(s) where the position is based, including the disposal of withdrawn materials.
- Assist where directed by the Team Leader Coburg Library and Children's Services, in selecting books, periodicals, and other library materials for children and young people. This will include developing specifications for standing orders, profiles, trialling online resources and evaluating recommendations for purchase from the public.
- Sort items for repair or withdrawal from the children's and youth collections at the library service point(s) where the position is based.

Employee competencies and accountabilities

Competencies:

Community and Customer Focus: Building strong customer relationships and delivering community / customer-centric solutions.

Ensures Accountability: Holding self and others accountable to meet commitments.

Collaborates: Building partnerships and working collaboratively with others to meet shared objectives.

Instils Trust: Gaining the confidence and trust of others through honesty, integrity, and authenticity.

Accountabilities:

Contribute to the effective implementation of the Moreland Continuous Improvement system in the work area and achievement of quality outcomes.

Contribute to the achievement of a safe and healthy environment by working in accordance with Council's OHS Policy and Procedures.

Incorporate Council's environmental sustainability objectives and targets into projects and programs.

Promote and participate in a culture of environmental sustainability.

Undertake all duties with an awareness of and sensitivity to diversity and equity in accordance with Council policy.

Ensure that complete and accurate records relating to business activities are maintained and stored in Council's electronic records management system (including correspondence, reports, emails) in accordance with Council policy.

Other duties:

- Required to undertake other duties as directed.

Organisational relationships

Internal Relationships	All Library staff, Council Departments, particularly Community
External Relationships	Participate in networks with other Children's/Youth Services Librarians; Professional bodies; Relevant staff at schools, kindergartens, children's centres, creches and Maternal and Child Health Centres; Booksellers and library suppliers.

Job characteristics relevant to the position

The following Job Characteristics should be read in the context of the definitions describing the characteristics required of a Band 5 employee as outlined in Part B of the Enterprise Agreement (Victorian Local Authorities Award 2001, Appendix A, Part A - Employee Band 5, Clause 5)

1. Accountability and Extent of Authority:

- Accountable for the efficient maintenance and development of English language library and information services and resources, primarily to those in the local community under 25 years of age, under the supervision of the Team Leader Coburg Library and Children's Services, subject to the established policies, practices and guidelines of Council and the Library Service.
- Provide advice and give support to the Team Leaders and other senior library service staff.

- Responsible for resource supervision in accordance with clear objectives, frequent prior consultation with more senior staff and a regular reporting mechanism to ensure adherence to plans.
- Participate, as part of a team under the supervision of the Team Leader Coburg Library and Children's Services, in collection development for children and young people.
- Participate, as part of a team under the supervision of the Team Leader Coburg Library and Children's Services in the provision of programs, extension activities and events targeting children and young people in the local community.
- When on duty as the senior staff member, the incumbent will be responsible for enforcing library policies, supervising staff and performing all day-to-day maintenance and routines.

2. Judgement and Decision Making:

- Solve problems in relation to the provision of library and information services for children and young people, using procedures and guidelines and the application of professional knowledge or knowledge acquired through experience.
- Problems may be of a complex or technical nature with solutions not related to previously encountered situations and some creativity and originality is required.
- Guidance and advice is usually available.

3. Specialist Knowledge and Skills:

- Good literacy and numeracy skills.
- Good information retrieval skills, including online databases.
- Ability to use, and knowledge of, PCs and the Internet, including basic trouble shooting skills.
- Broad knowledge of literature.
- Ability to organise extension activities and events.
- Ability to assess book reviews, blurbs, customer recommendations, etc.
- Interest in children's and youth services and reader development.
- Ability to consistently lift and carry items up to 15kg in weight.
- Ability to shelve library materials on an ongoing basis, including heavy books on shelves below knee level and above shoulder height.
- Fluency in a community language related to the Moreland area is desirable.

4. Management skills:

- Ability to achieve set objectives in the most effective way possible and within a set timetable.
- Ability to set priorities and to plan and organise own work and that of other relevant library staff members.
- Ability to implement personnel practices including those related to equal employment opportunity, occupational health and safety and employee training and development.

5. Interpersonal Skills:

- Ability to consistently provide efficient and friendly service to library users.
- Ability to contribute to and deliver projects and programs, including developing, planning, implementing, and reviewing, within agreed timeframes.
- Strong commitment to excellence in service provision to all sections of the community.
- Ability to communicate clearly, both orally and in writing.
- Ability to relate to people from diverse cultural backgrounds.

- Flexibility.
- Consistently positive and cheerful attitude to work, to the organisation, to colleagues at all levels, and to citizens.
- Ability to resolve problems and defuse potential conflict.
- Ability to gain the cooperation and support of team members to achieve team goals and objectives.
- Empathy with all sections of the community.

6. Qualifications and Experience:

- Eligibility for professional membership of the Australian Library and Information Association (ALIA), or currently enrolled in a course that will allow eligibility when completed (at least 50% of the course must be completed to date).
- Experience in the provision of children's and youth services and library-based community programs is desirable.
- A current Victorian Driver's licence.
- A current Working with Children Check.

7. Physical Requirements of the position

TASK ANALYSIS

In the course of their duties, a person in this position may be expected to work in or be exposed to the following conditions or activities as marked.

Condition/Activity	Constant	Frequent	Occasional	N/A
Manual handling weights -above 10kgs	()	(√)	()	()
-below 10kgs	(√)	()	()	()
Manual handling frequency	(√)	()	()	()
Repetitive manual work	(√)	()	()	()
Repetitive bending/twisting	(√)	()	()	()
Working with arms above head	()	(√)	()	()
Lifting above shoulder height	()	(√)	()	()
Using hand tools – vibration/powerful	()	()	()	(√)
Operating precision machinery	()	()	()	(√)
Close inspection work	()	()	()	(√)
Wearing hearing protection	()	()	()	(√)
Wearing eye protection	()	()	()	(√)
Working in dusty conditions	()	()	(√)	()
Working in wet/slippy conditions	()	()	()	(√)
Wearing Gumboots	()	()	()	(√)
Wearing safety shoes/boots (steel cap)	()	()	()	(√)
Working with chemicals/solvents/detergents	()	()	(√)	()
Washing hands with soap (hygiene)	()	(√)	()	()
Working at heights	()	()	()	(√)
Working in confined spaces	()	()	()	(√)
Working in chillers (+4 degrees C)	()	()	()	(√)
Performing clerical duties	(√)	()	()	()

Working on a keyboard	(√)	()	()	()
Driving cars and/or trucks	()	(√)	()	()

Other special features (e.g. nature of chemicals, travelling requirements, etc):

8. Key Selection Criteria

- Teamwork, supervisory and communication skills.
- Demonstrated ability to resolve problems using creativity and originality when required, and to defuse potential conflict.
- Ability to contribute to and deliver projects and programs, including developing, planning, implementing, and reviewing, within agreed timeframes.
- Ability to consistently lead, motivate and coach staff and to gain the cooperation and support of team members to achieve team goals and objectives.
- Demonstrated experience in organising community-based library programs and services to targeted groups.
- Demonstrated experience in information provision and collection management.
- Eligibility for professional membership of the Australian Library and Information Association (ALIA).
- A current Victorian Driver's Licence and Working with Children Check.