

Position Title:	Library Coordinator		
Position Code:	P038	Converted	18/01/2018
Award Classification:	Band:	3	Level: 2
Salary System Grade:	Grade:	5	Minimum Level: Entry
Approved:	Carolyn O'Brien		Date: 18/01/2017

Primary Purpose of the Position

The Library Coordinator is responsible for the day to day coordination of customer and technical services deliveries of the Muswellbrook Shire's Upper Hunter Regional Library Service, Denman and Muswellbrook branches.

Job Specific Key Accountabilities



The following Job Specific Key Accountabilities provide a high level description of the outcomes that the incumbent of this position is expected to deliver. These accountabilities are outcomes focused, and should be considered alongside Council's **Our People Capability & Behaviour Framework**:




1. Assist in the preparation and implementation of policies and procedures that facilitate and ensure excellent customer service in a safe and presentable environment.
2. Lead and monitor the team in the provision of programs and activities, literacy, and information access and related community development activities which meet the goals of Council's Delivery Program and Operational Plan.
3. Support and contribute to the provision of quality technical services in partnership with the Technical Services Librarian, to ensure that the collection continues to meet the needs of the Upper Hunter Library Network.
4. Support the collective marketing of the library and its services through media releases that promote exhibitions, events and displays.
5. Prepare and review reports in areas of responsibility or as required by the Manager Community Services.
6. Maintain close liaison with relevant organisations, community groups, business groups and customers as appropriate and as the staff representative on internal/external committees as agreed with the Manager Community Services.
7. Monitor budgets within the area of responsibility.
8. Identify opportunities that improve the delivery of library services.
9. Ensure clearly defined training opportunities, responsibilities, performance criteria, action plans and feedback on performance to members of the team; including the resolution of issues and grievances were possible.
10. Any other such duties that are commensurate with the employee's skill level, competency and training.

Key Capabilities

The Muswellbrook Shire Council **Our People Capability & Behaviour Framework** applies to all Council employees. This position requires the following level of capabilities and behaviours in accordance with the Framework:



The following 3 capabilities have been selected from the Framework at the level indicated above, as **Key Capabilities** for this job. Key Capabilities are the capabilities in which occupants must demonstrate immediate competence. The behavioural indicators provide examples of the typical behaviours expected to be displayed in this position and should be read considered alongside the Job Specific Key Accountabilities:

Muswellbrook Shire Council Capability Framework		
Group and Capability	Capability & Behaviour Descriptors	
 People Management Management - Develop and manage people	<ul style="list-style-type: none"> Implement clear performance standards to achieve goals and provide constructive feedback Create learning opportunities to enhance capability and coach and mentor staff Resolve team and individual performance issues effectively 	
 Core Accountability - Be responsible for own actions, act within levels of authority, and understand and apply legislative frameworks and policies	<ul style="list-style-type: none"> Demonstrate accountability and set an example for others Support the consistent application of delegations of authority, legislative frameworks and policies Identify and implement safe work practices, and apply a systematic risk management approach to operations 	
 Core Effective Communication - Listen, interpret and convey information in a clear and respectful manner	<ul style="list-style-type: none"> Pitch communication delivery to the audience and setting and clearly explain complex concepts Encourage and facilitate productive discussions with employees and stakeholders Encourage the prevention of non-productive conflict and communicate with all parties through the process of resolving the conflict 	



Key Tickets, Qualifications and Other Skills

1. Qualifications or extensive library experience in Library and Information Services and/or eligibility for Associate membership of the Australian Library and Information Association (ALIA).
2. Class C Driver's License.
3. Working with Children Check.
4. Demonstrated experience in computer operations including a sound knowledge of integrated library management systems and competence in the use of Microsoft Office Software (or equivalent)
5. Demonstrated experience and/or capability to deliver the Job Specific Key Accountabilities (above).
6. Demonstrated Advanced key capabilities as defined in the Key Capabilities Table (above).