



Library Officer – Children and Youth Services

POSITION PROFILE

Division	Shire Services	Status	Full-time Permanent
Unit	Library Services	Salary Grade	Grade 5
Reports to	Team Leader Children and Youth	Reviewed	September 2020

STRATEGIC INTENT

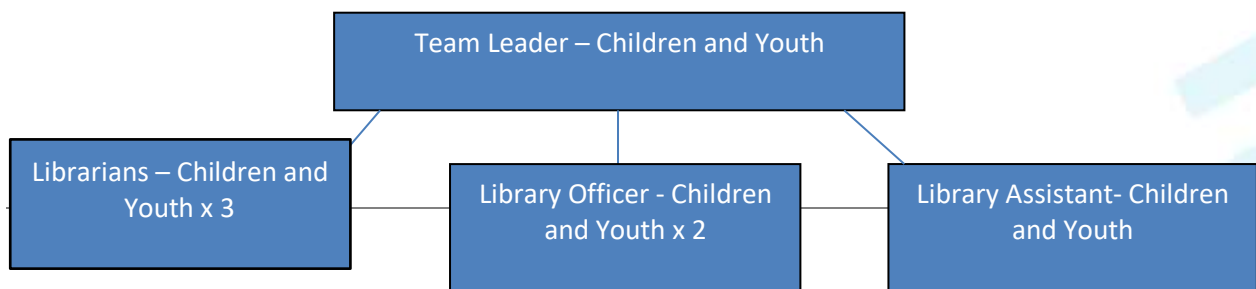
The Library enriches the community by providing access to information, education and cultural services and promoting lifelong learning, literacy and leisure opportunities.

POSITION PURPOSE

To contribute to the delivery of excellent children's programs and services and support the Early Childhood Librarian in the development and presentation of programs for your children and their families.

Support and promote the services and programs of Sutherland Shire Libraries within the community.

STRUCTURE



POSITION OUTCOMES AND ACCOUNTABILITIES

OUTCOME TO BE DELIVERED	PERFORMANCE STANDARD
CUSTOMER SERVICE	
Contribute to the delivery of excellent customer service and support. Assist the community to access and use Library resources and services.	Customer needs satisfied
Ensure the children and youth areas of the library are welcoming environments which support the needs of the patrons for information and resources for leisure or learning.	Positive feedback Children and Young Adult areas are well maintained
Develop proficiency in technology and digital collections and promote these collections to the public.	Digital collections for Children and Youth are utilised
CHILDREN'S PROGRAMMING	
Plan and develop special event story times in consultation with children's librarian specialising in early childhood.	Programs planned and delivered
Deliver regular children and youth programming including school visits, C&FHC and special programs.	Participates in Storytime, Rhymetime, Toddlertime, Holiday activities and pre-school programs. Visits C&FHC, primary schools
Co-ordinate and manage the Summer Reading Club/Teen Reading Club in collaboration with the Team Leader	Summer Reading Club/Teen Reading Club
COLLECTION MANAGEMENT	
Assist in the maintenance of the children and youth collection through suggested purchases and weeding according to policy.	Collection meets the needs of patrons
Manage the children's iPads in co-operation with the team leader by monitoring apps, suggesting apps for purchase and manage updates.	iPads managed and up to date
Manage the Children's section library account	Accounts managed
PROMOTION AND OUTREACH	
Assist in the promotion of Children and Library services, resources and programmes in collaboration with the promotions team.	Children and Youth service regularly promoted
Conduct outvisits to Community Family Health Centres and schools	Visits C&FHC, primary schools

to promote literacy and library products and services.	
Manage the return of school library books, communicate with schools regarding return of books.	Communication with schools is regular
Participate in library pop-ups.	Attend and contribute
SUPPORT CHILDREN'S ASSISTANTS IN BRANCHES	
Provide support for branch libraries in the provision of quality children's programming and resources.	Support provided
Provide resources for storytime and holiday activities.	Resources supplied

SELECTION CRITERIA / SUCCESS PROFILE

Qualifications, Certificates or Licences	Essential	Diploma (or higher qualification) of Library & Information Services recognised by the Australian Library & Information Association (ALIA) or equivalent Current Working with Children check number
	Essential	Demonstrated experience working with, and providing services to, young people and their carers in a library or educational environment. An enthusiastic interest and a broad knowledge of literature for young people. Knowledge and understanding of collection development practices. Well-developed oral and written communication and interpersonal skills Competent in the use of computer applications, current and emerging technologies. Demonstrated experience in devising and implementing staff training and public education programs Demonstrate a sound understanding of the needs of young people within a contemporary library service Proven ability to work in a team environment Current drivers licence
	Desirable	Demonstrated marketing and promotional skills Experience in working in a public library.

CORE CAPABILITIES

Attributes	<ul style="list-style-type: none"> ▪ Community Centred: Build connections and collaborative partnerships with the community through program presentation. ▪ Goals oriented: Work to achieve Unit, team and self-set goals, taking on challenging tasks when necessary in order to achieve them ▪ Leadership: Work to achieve strategic priorities and actively engaged in developing a workplace culture of learning and growth ▪ Communication skills: Work to build relationships with staff and community. Communicate effectively to meet customer requirements ▪ People skills: Develop skills in problem solving and critical thinking, resolve disputes effectively and to initiate, coordinate and assist with and deliver learning sessions to target groups ▪ Professional Development: Remain up to date with industry developments and identify and source learning opportunities for professional growth
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OUR VALUES

Behaviours	<ul style="list-style-type: none"> ▪ Collaborative - be open and welcoming, genuinely connect to others, include others, work together as one ▪ Active - be enthusiastic and optimistic, make a positive contribution, set goals to be the best you can be, deliver every day ▪ Respectful – be honest and trustworthy, do what you say you will put yourself in the other person's shoes, listen to what's important to others ▪ Evolving – stay up to date, take on new opportunities, think creatively about solutions, be a big picture thinker
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CORPORATE OBLIGATIONS

Employees	No direct reports
Delegations	Authority to operate within the Delegations attached to the position
Risk Management	Managing work practices to mitigate all identified risks, identifying and reporting additional risk and threats and assist in devising strategies to mitigate these risks.
Financial Management	Managing budgets and expenditure, undertaking relevant checks and applying rules, regulation, process and procedures in dealing with financial matters
Workplace Health and Safety	Comply and co-operate with WHS policies, procedures, instructions and safe systems of work.
Code of Conduct	All employees are responsible for adhering to Council's Code of Conduct and the policies and procedures that support it

Workplace Behaviour & EEO	All activities must comply with Council's Workplace Behaviour Guidelines.
Records Management	Comply with Council's Records and Information Management Policy including creation of appropriate records in Council's records management system and proper custodianship of records to ensure against loss, removal or destruction
Continuous Improvement	Identify obsolete and inefficient practices and recommend changes where appropriate
Customer Focus	Championing an exceptional customer experience, and evaluating customer satisfaction in order to continually improve service delivery
Procurement	Activities are conducted in accordance with the Purchasing Policy and Procedures to provide transparency and cost effectiveness in procurement

SPECIFIC CONDITIONS OF EMPLOYMENT

- Conditions in accordance with Core Enterprise Agreement covering salaried staff.
- Position required to work 35 hours per week at any Sutherland Shire branch library to meet operational and rostering needs.
- This is a Child-Related Position under the definition of Council's Child Protection Policy.
- This position has been identified as having the responsibility of managing cash transactions for the organisation when required. In undertaking these duties you are placed in a position of trust and must abide by Council's Code of Conduct at all times. In the event that fraudulent conduct is identified, ICAC will be notified and the disciplinary process will be followed.