



# Library Assistant– Children and Youth

## POSITION PROFILE

Division	Shire Services	Status	Permanent
Unit	Library Services	Salary Grade	Grade 3
Reports to	Team Leader Children and Youth	Reviewed	August 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

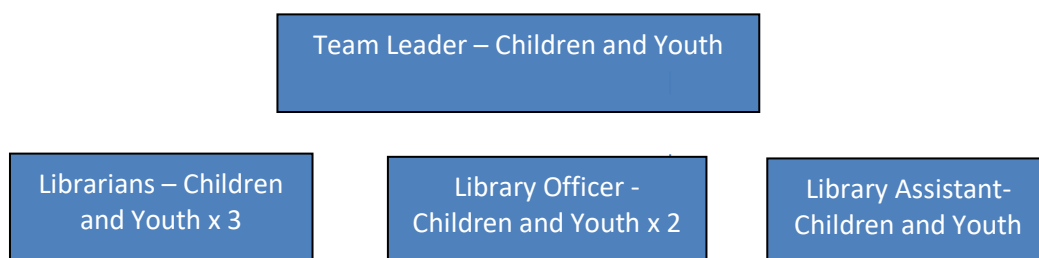
## POSITION PURPOSE

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 branch children's assistants with programming and resources

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

## STRUCTURE



## POSITION OUTCOMES AND ACCOUNTABILITIES

OUTCOME TO BE DELIVERED	PERFORMANCE STANDARD
<b>CUSTOMER SERVICE</b>	
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
<b>CHILDREN'S PROGRAMMING</b>	
Plan and develop special event story times	Programs planned and delivered
Deliver regular children and youth programming including assisting with school visits, C&FHC and special programs.	Participates in Storytime, Rhymetime, Toddlertime, Holiday activities and pre-school programs. Assist with visits C&FHC, primary schools
Prepare presentation materials for Book Week program	Materials prepared
Prepare resources for regular programs	Resources made and shared with branch libraries
<b>COLLECTION MANAGEMENT</b>	
Assist in the maintenance of the children and youth collection through suggested purchases and weeding according to policy.	Collection meets the needs of patrons
<b>PROMOTION AND OUTREACH</b>	
Assist in the promotion of Children and Library services, resources and programmes in collaboration with the promotions team.	Children and Youth service regularly promoted
Develop creative and engaging displays for children and support branches with their displays	Displays created and maintained.
Participate in library pop-ups.	Attend and contribute
<b>SUPPORT CHILDREN'S ASSISTANTS IN BRANCHES</b>	
Provide support for branch libraries in the provision of quality children's programming and resources.	Support provided

Assist branches with maintenance of technology used for Children and Youth programs in co-operation with Innovation and Technology team.	Branches supported with technology.
--	-------------------------------------

## SELECTION CRITERIA / SUCCESS PROFILE

Qualifications, Certificates or Licences	Essential	Be prepared, undertaking or have completed study towards a Library & Information qualification or equivalent recognised by the Australian Library & Information Association (ALIA) or equivalent  Working with children check number to be provided for verification  Current Drivers Licence
	Essential	Demonstrated experience working with, and providing services to, young people and their carers in a library or educational environment.  Demonstrated interest and a broad knowledge of literature for young people. Working knowledge and understanding of collection development practices.  Well-developed oral and written communication and interpersonal skills  Competent in the use of a range computer applications, current and emerging technologies.  Demonstrate a sound understanding of the needs of young people within a contemporary library service  Proven experience in customer service  Proven ability to work in a team environment
	Desirable	Demonstrated marketing and promotional skills  Experience in working in a public library.

## CORE CAPABILITIES

Attributes	<ul style="list-style-type: none"> <li>▪ <b>Community Centred:</b> Build connections and collaborative partnerships with the community through promotion of services, collections and program presentation.</li> <li>▪ <b>Goals oriented:</b> Work to achieve Unit, team and self-set goals, taking on challenging tasks when necessary in order to achieve them</li> <li>▪ <b>Leadership:</b> Work to achieve strategic priorities and actively engaged in developing a workplace culture of learning and growth</li> </ul>
------------	--

	<ul style="list-style-type: none"> <li>▪ <b>Communication skills:</b> Work to build relationships with staff and community. Communicate effectively to meet customer requirements</li> <li>▪ <b>People skills:</b> 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</li> <li>▪ <b>Professional Development:</b> Remain up to date with industry developments and identify and source learning opportunities for professional growth</li> </ul>
--	--

## OUR VALUES

<b>Behaviours</b>	<ul style="list-style-type: none"> <li>▪ <b>Collaborative</b> - be open and welcoming, genuinely connect to others, include others, work together as one</li> <li>▪ <b>Active</b> - be enthusiastic and optimistic, make a positive contribution, set goals to be the best you can be, deliver every day</li> <li>▪ <b>Respectful</b> – 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</li> <li>▪ <b>Evolving</b> – stay up to date, take on new opportunities, think creatively about solutions, be a big picture thinker</li> </ul>
-------------------	---

## CORPORATE OBLIGATIONS

<b>Employees</b>	No direct reports
<b>Delegations</b>	Authority to operate within the Delegations attached to the position
<b>Risk Management</b>	Managing work practices to mitigate all identified risks, identifying and reporting additional risk and threats and assist in devising strategies to mitigate these risks.
<b>Financial Management</b>	Managing budgets and expenditure, undertaking relevant checks and applying rules, regulation, process and procedures in dealing with financial matters
<b>Workplace Health and Safety</b>	Comply and co-operate with WHS policies, procedures, instructions and safe systems of work.
<b>Code of Conduct</b>	All employees are responsible for adhering to Council's Code of Conduct and the policies and procedures that support it
<b>Workplace Behaviour &amp; EEO</b>	All activities must comply with Council's Workplace Behaviour Guidelines.
<b>Records Management</b>	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
<b>Continuous Improvement</b>	Identify obsolete and inefficient practices and recommend changes where appropriate
<b>Customer Focus</b>	Championing an exceptional customer experience, and evaluating customer satisfaction in order to continually improve service delivery

## **SPECIFIC CONDITIONS OF EMPLOYMENT**

---

- Conditions in accordance with Core Enterprise Agreement covering salaried staff.
- Position required to work 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.