

LOGAN CITY COUNCIL
POSITION DESCRIPTION

POSITION TITLE: Youth Outreach Librarian **DATE AUTHORISED:**

POSITION NO.: 5279

BRANCH: Libraries & Cultural Services

STREAM: Community & Customer Services

AWARD STREAM: Community & Environmental Services **DATE REVIEWED:**

LEVEL: Graduate Scale 08/09/09

BROADBAND CRITERIA: In accordance with the Queensland Local Government Officer's Award 1998 graduate provisions

POSITION OBJECTIVE:

To provide a specialist library service in relation to the operation and promotion of Young Peoples Services particularly focusing on Young Adults.

ORGANISATIONAL ENVIRONMENT:

Logan City Council is committed to developing Logan as "a City of opportunities for Families, Lifestyle and Business". Its mission is to strongly pursue this vision in partnership with its communities and other stakeholders.

OUR VALUES

Service Excellence

We will treat our customers and colleagues with respect and fairness.
We encourage fun, teamwork and loyalty.
We will pursue continuous improvement in our service delivery.

Trust and Integrity

We behave with integrity and professionalism at all times.
We are trusted to exercise initiative and value new ideas.

Achievement

We serve our community and our colleagues to the best of our ability.
We recognise effort, innovation and achievement.

Responsibility

We accept responsibility for our actions and behaviour consistent with these values.

ORGANISATIONAL RELATIONSHIPS:

Reports to: Library Technical Services Program Leader
Internal Liaison: The Mayor and Councillors, CEO, Deputy CEO's, Managers, Line Supervisors and operational staff
External Liaison: Members of the public and community organisations

CORPORATE RESPONSIBILITIES:

Compliance with Council's Code of Conduct, Management Directives and attendant policies and procedures.

Commitment to Council's Corporate Plan.

Agreement that other employment or contract will not be undertaken which may represent a conflict of interest with Council activities or have a detrimental affect on the performance of the employee.

POSITION TITLE: YOUTH OUTREACH LIBRARIAN

Comply with all workplace health and safety statutes, regulations, prescribed procedures, in particular the Queensland Workplace Health & Safety Act 1995 and LCC WH&S Directive PSM 020. Commitment to safe work practices instructions and rules. Use appropriate protective clothing and equipment

Commitment to Equal Employment Opportunity, Diversity and Merit principles.

Efficient and effective utilisation of resources as allocated under the level of responsibility for this position.

Conduct all business transactions in an ethical, friendly, efficient and professional manner.

Provision of quality customer service.

Delivering on the responsibilities of staff as detailed in Council's Certified Agreement.

Ensure all corporate information is captured within Council's business systems adhering to Recordkeeping policies and procedures.

POSITION-SPECIFIC KEY RESPONSIBILITIES:

Develop goals, strategies and objectives for Youth Outreach Services in consultation with the Library Technical Services Program Leader

Provide a consultancy service to staff and library clientele in relation to Youth Library Services.

Liaise with community, educational organisations and council officers serving youth to develop mutually beneficial partnerships.

Plan, implement undertake and evaluate significant promotional activities designed to increase and improve the usage of all Logan City Council libraries by youth with reference to goals, strategies and objectives for Young People's Services.

Responsible for the co-ordination of the Youth Outreach Van project including driving, facilitating the van's attendance at approved events and the appropriate use and maintenance of all equipment

Create resources and programs to support staff delivering library programs for youth.

Develop and implement on-going training for staff delivering library programs for youth.

Compile monthly and annual reports, annual budget requests and special reports as required.

Ensure reader's advisory and promotional materials for Youth including the website are relevant and current

Provide training, supervision and evaluation of field work students.

Undertake reference and supervisory duties in Regional Libraries as required.

Undertake any other duties as are reasonably within the limits of the employee's skills, competence and training

.POSITION-SPECIFIC ENTITLEMENTS/CONDITIONS:

As part of the functions of this position the incumbent may be required to work with children. The incumbent in this position must hold a Suitability Card for working with children, or lodge an application to obtain such a card from the Commission for Children and Young People and successfully obtain such authorisation in accordance with the Commission's guidelines. (If for any reason, your Suitability Card is withdrawn or cancelled, you are to promptly notify the CEO as a matter of urgency but in any event within 24 hours of your being notified of such withdrawal.)

DELEGATED AUTHORITY AND ACCOUNTABILITY (in accordance with the Delegated Authorities Register):

Delegations as detailed in Council's Delegation of Authority register

The Youth Outreach Librarian shall be accountable to the Library Technical Services Program Leader in respect of the following matters:

- Attainment of work targets in terms of output and required standards.
 - The efficient and effective utilisation of resources as allocated under the level of responsibility of the position.
 - To assist the Libraries and Cultural Services Manager in the effective implementation of Council policies and decisions taken by Council in relation to matters within the Branch's responsibilities.
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EXTENT OF AUTHORITY:

This position receives guidance from established policies and procedures. Objectives may be achieved by exercising a degree of initiative.

POSITION TITLE: YOUTH OUTREACH LIBRARIAN

SELECTION CRITERIA:

1. Minimum qualifications of a Degree and post-graduate library qualification or a relevant undergraduate degree in library and information studies and be eligible for Associate Membership of the Australian Library and Information Association. Public library experience or experience working with young people highly regarded
2. The ability to plan, coordinate and implement successful programmes for young people and their parents/carers.
3. Knowledge of current trends and history of young people's literature and resources including demonstrated competence in the use of electronic information sources.
4. High level of communication and interpersonal skills essential including the ability to deal with other officers with tact, understanding and encouragement in performance of duties.
5. The ability to contribute to workplace effectiveness as an active team participant.
6. The ability to take on a leadership role in work team activities and contribute to relevant change management strategies.
7. Experience towing a caravan would be highly regarded or willingness to undertake training is essential.

REQUIREMENTS:

- Current driver's licence (open) is essential.
 - This position requires the incumbent to work Tuesday to Saturday (this may be subject to change).
 - Applicants will be required to undergo a pre-employment functional assessment and must be assessed as able to meet the functional requirements of this position.
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POSITION DESCRIPTION AUTHORISATION

This position description is subject to change from time to time as Logan City's organisation may be developed or restructured. Any such reorganisation of duties shall be the subject of discussion with the position incumbent.