

LOGAN CITY COUNCIL
POSITION DESCRIPTION

POSITION TITLE:	Regional Librarian	DATE AUTHORISED:
POSITION NO.:	5126, 5141, 5151, 5166, 5181, 5177	
BRANCH:	Libraries and Cultural Services	
STREAM:	Community and Customer Services	
AWARD STREAM:	Community and Environmental Services	DATE REVIEWED:
LEVEL:	6	20/08/09

POSITION OBJECTIVE:

The efficient and effective operation of the Regional Library.

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: Client and Resource Services Co-ordinator
Internal Liaison: The Mayor and Councillors, Chief Executive Officer, Deputy CEOs, Managers, Line Supervisors and operational staff
External Liaison: Members of the public, community organisations, business, government and statutory authorities

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: REGIONAL LIBRARIAN

Comply with all workplace health and safety statutes, regulations and prescribed procedures. Commitment to safe work practices instructions and rules. Use of 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 in consultation with the Client and Resource Services Co-ordinator, appropriate to the library service generally and the regional library specifically.

Responsible for the efficient and effective operation of the Regional Library including overseeing all matters related to Workplace Health & Safety, Security, Building Maintenance and Risk Management.

Participate in the selection, recruitment, evaluation and development of staff, including work experience students and staff employed under government schemes.

Lead, motivate, supervise and provide guidance for the Regional Library team by implementing approved policies and procedures, monitoring and assessing workflow, monitoring and resolving human resource issues, recommending training, counselling and special programs through the appraisal process.

Responsible for all aspects of circulation within the Regional library.

Responsible for the provision and evaluation of a quality reference and reader's advisory service in consultation with the Reference Librarian.

Responsible for the provision of a relevant, well maintained collection of resources.

Develop and implement promotional programs to the wider community.

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

POSITION-SPECIFIC ENTITLEMENTS/CONDITIONS: Nil**DELEGATED AUTHORITY AND ACCOUNTABILITY (in accordance with the Delegated Authorities Register):**

Delegations as detailed in Council's Delegation of Authority register

The Regional Librarian shall be accountable to the Client and Resource Services Co-ordinator in respect of the following matters:

- The effective and efficient operation of the Regional Library.
- The conduct, discipline and counselling of subordinate staff.
- The efficient and effective utilisation of resources as allocated under the level of responsibility for the position.
- Assisting the Libraries & Cultural Services Manager and the Client and Resource Services Co-ordinator in the effective implementation of Council policies and decisions taken by Council in relation to matters within the section's responsibilities.

EXTENT OF AUTHORITY:

This position receives guidance from established policies and procedures.

POSITION TITLE: REGIONAL LIBRARIAN**SELECTION CRITERIA:**

1. Recognised degree in Library and Information Science (or equivalent); Associate Membership of the Australian Library and Information Association (or equivalent); supplemented by substantial experience as a qualified librarian; in a supervisory role with evidence of a demonstrated commitment to continuing professional development including aspects of Management training.
2. Proven high level of skill in leading, managing, training and developing staff, particularly with the capacity to gain commitment from and motivate staff in a dynamic workplace environment and demonstrated ability in planning, directing and reviewing daily/long term work activities.
3. Demonstrated computer literacy, including proficient keyboard skills and knowledge of automated library systems
4. Demonstrated ability in the areas of outreach services, public speaking, library promotion and coordination of activities.
5. Awareness of current public library trends, usage patterns and requirements including reference and reader advisory services.
6. High level of verbal and written interpersonal and customer service skills including:
 - a. determining and responding to client information needs
 - b. positively representing services to clients
 - c. establishing and maintaining positive interaction with other groups and individuals
 - d. dealing with fellow officers with tact, understanding and encouraging staff in the performance of their duties
 - e. the ability to liaise, consult and negotiate on collaborative programs which contribute to the Library's performance.
7. Demonstrated ability to coordinate and supervise all matters relating to Risk Management, Security, WH&S and building maintenance.
8. Demonstrated effectiveness, as a member of a high performing leadership team led by the Client & Resource Services Co-ordinator, in the formulation, development and implementation of critical business strategies and programs relating to the achievement of Key Strategies at both the corporate and individual branch level.

REQUIREMENTS:

Applicants must undergo a pre-employment functional assessment and be assessed as fit to carry out the duties and responsibilities of the position.

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.