

Position Description

Position Title:	Team Leader Library (PN 132)		
Position Type:	Permanent Full-time		
Department:	Community Partnerships		
Date Approved:	October 2022		
Hours per week:	38	Award Classification:	Band 3, Level 2
FTE	1	Salary Classification	Grade 5

1. Primary Objective (Role Purpose)

The Team Leader Library is empowered to manage the day-to-day operations, programming and staffing of Council's Library service to deliver public library experience that is welcoming, inclusive, and supportive of life-long learning principles.

2. Key Accountabilities

- Work with the Customer Experience Manager to review best practice and service delivery to ensure a relevant, efficient, and industry compliant Library service is delivered across the Kempsey Shire.
- Manage and maintain all aspects of the collection including cataloguing, selection, layout, shelving, stocking/weeding, and presentation
- Maintain proficiency with the library management system and the network
- Day to day supervision of the team including but not limited to rostering, leave requests and training / development plans.
- Work collaboratively with Port Macquarie-Hastings Council Library Staff as part of the Mid North Coast Library Cooperative Service.
- Monitor and review income and expenditure of Library operations to ensure delivery adheres to approved budgets developed in collaboration with Customer Experience Manager
- Support and encourage staff to develop programs and innovative service delivery that includes consideration of technology changes, outreach and targeted services for identified population.

3. Core Competencies (Knowledge Skills and Experience)

Qualifications

- Tertiary qualifications in Library and Information Management or related discipline
- Eligibility for membership to the Australian Library and Information Association
- Current Driver Licence
- Working with Children Check

Note: All licenses/tickets stated in the position description must be current/valid during the duration of your employment. Should there be a change in status it is the employee's responsibility to notify Council as soon as practicable.

Experience

- Experience in the provision of public library services at a senior level.
- Demonstrated experience with administrative, database and records management.
- Demonstrated experience with acquisitions, collection management and budgeting.

Skills

- An energetic and positive leadership style with the ability to bring out the best in others
- Strong interpersonal, communication and networking skills to build relationships with internal and external customers
- High level of attention to detail required for processing information, financial management and systems implementation

4. Supervision Received

This role reports to the Customer Experience Manager.

5. Supervision Exercised

The following roles report to the Team Leader Library:

- Librarian (x 5.2 FTE)
- Library Assistants (x 2.8 FTE)
- Trainee Library Assistant (x1)



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our community to build an
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Role Authorisation

Manager Name

Manager Signature

Dated

Role Acceptance

The work of the role has been discussed and explained to me and I expect to be held to accountable for work performed in accordance with this role.

Employee Name

Employee Signature

Dated