



## Position Description – Collections Librarian - Adult

<b>Division</b>	City Services
<b>Portfolio</b>	Community Connections
<b>Business Unit</b>	Collections & Resources
<b>Level</b>	5
<b>Reports To</b>	Coordinator Collections & Resources
<b>Prescribed Position</b>	Yes

### Position Objective

Develop and maintain relevant, high-interest, progressive, community led collections across formats in an integrated cohesive and innovative library service that offers diverse collections, responsive programs, outreach services and an exceptional community experience.

Engage with community members and analyse data to develop, create and lead innovative collection development projects, priorities, and promotions.

### Key Responsibilities

- Responsible for the development and maintenance of adult collections and resources.
- Provide expert input into the development and implementation of the Integrated Collection Management Framework (ICMF) and provide guidance to library technicians in implementing the ICMF.
- Maintain a high-level understanding of the One Card Consortium Environment and Library management System (LMS) and develop good capabilities in the aspects of the system relevant to areas of responsibility including cataloguing and customer catalogue interface.
- Contribute to the strategic and operational development of the LMS by participating in the relevant LMS working groups as required.
- Provide information and support relating to reference enquiries, reader's advisory and online resources local history and other enquiries.
- Provide advice and input in the development of annual budget and budget bids.
- Monitor budget and report against budget within are of responsibility.

- Raise awareness and understanding of collections and their development across Community Connections.
- Contribute to the strategic development of the library service.
- Positively contribute to our constructive culture by living our values which guide decision making and delivery of outcomes for our community.
- Actively deliver an innovative customer experience and perform frontline duties that are delivered with care and exceed our customers' expectations.
- Responsible for being actively involved in the identification and management of the day to day risks of their activities and projects.
- Take reasonable care for your own and others health and wellbeing in accordance with the Work Health & Safety Act 2012 and with Council's Work Health & Safety Managements Systems.
- Take relevant actions in accordance with Legislative requirements under the Children's Protection Act 1993 Section 8A and Council's Children and Vulnerable Persons Policy.
- A current unprohibited Employment Screening Check must be maintained for the duration of the employment period in this prescribed position.

## **Selection Criteria**

### **Skills**

- Passionate about public libraries and their ongoing development and future.
- Sound skills in interpreting data to analyse collection and community needs.
- Innovative and creative mindset in relation to library collections and their evolution.
- Ability to lead a key function within the library service with outstanding results.
- Sound project management skills.
- Excellent written, verbal, interpersonal and negotiation communication skills.
- Ability to communicate effectively with a culturally diverse customer base.
- Contribute to a culture of innovation and continuous improvement in service delivery.
- Well-developed time management, creative problem solving, analytical and decision-making skills.
- Ability to motivate others and make a great contribution to a high performing team.
- Ability to work autonomously with a high level of professional judgement.
- Passionate about working for and with the community.
- Use of corporate technology including electronic document management, customer requests and intranet.

- Demonstrated behavior consistent with organisational values.

## Knowledge

- Extensive knowledge of library industry trends, with emphasis on collections and resources.
- Demonstrated understanding and enthusiasm for the role, purpose, and direction of the Library Service and the Community Connections portfolio.
- Sound knowledge of current and emerging issues faced by Library and Community sectors.
- High level understanding of the One Card consortium environment.
- Working, or demonstrated knowledge of current trends in physical and electronic resources.
- Working, or demonstrated knowledge of current Australian cataloguing standards including RDA, LCSH, LC Authorities, MARC21 with DDC and OCLC classification number systems.
- Understanding and appreciation of the Charles Sturt community.
- Sound knowledge of Council business and services.

## Experience

- Experience developing high quality, innovative library collections.
- Experience in undertaking initial troubleshooting of library related technologies.
- Experience in supporting employees and customers in the use of technologies.
- Experience in contributing to a high performing team.
- Experience in delivering outstanding customer service outcomes.
- Developing and working with budgets.

## Qualifications

A tertiary qualification in library and information studies.

Essential

Relevant Employment Screening Check.

Essential

Child Safe Environment (Mandated Notification) training is essential, or willingness to undertake training.

Essential

Current Class 1 Driver's license.

Desirable