



POSITION DESCRIPTION – MANAGER, LIBRARY SERVICES

Position title	Manager Library Services
Designation	Level 8 (Municipal Officer) EA
Position no.	P2330
Responsible to	Director, Corporate and Community Services
Position status	Permanent, full-time
Position description approved	

Primary Objective

Provide a progressive and professional library and information service to meet the needs of the Alice Springs community.

Key Responsibilities

1. Provide excellent customer service and library and information services
2. Promote community involvement in library services through events, activities, programs and new initiatives.
3. Manage and develop staff to promote their responsiveness to changing customer needs
4. Co-ordinate strategic planning for the future development of library services with senior library management.
5. Network with community organisations and represent the library at community events
6. Co-ordinate building maintenance, asset management, cleaning and security
7. Develop and control budgeting for the library

Delegations

The Manager Library Services is the “Library Manager” defined in No. 3 of the Alice Springs (Public Libraries) by-law, and has powers conferred by the by-law.

The Manager Library Services is authorised to expend funds allocated in the budget for Library purposes in accordance with available funds.

Supervisory Responsibilities

The following Library positions report directly to the Manager Library Services;

- Library Operations Team Leader
- Library Programs Team Leader

Qualifications

Relevant tertiary qualification in Library and/or Information studies or other qualifications or relevant experience acceptable to the Chief Executive Officer

Current 'C' class Driver's License

Current working with children clearance (Ochre Card)

Selection Criteria

Essential

1. Minimum of five years professional experience working in libraries including the management of library and information services
2. Extensive experience in a range of library services including electronic library information systems and resources, the Internet and MS Office software
3. Excellent written and verbal communication skills including the ability to liaise with a wide cross section of people and manage business correspondence
4. Ability to lead, supervise and develop a range of library employees, including allocating work tasks, meeting workhealth and safety requirements, identifying training and development requirements and manage work performance
5. Ability to effectively prepare budgets and manage assets
6. Knowledge of community development principles and practices
7. Relevant tertiary qualification in Library and/or Information studies or other qualifications or relevant experience acceptable to the Chief Executive Officer
8. Current NT driver's license

Desirable

1. Experience working at senior level in a public library
2. Management qualifications
3. Knowledge of Indigenous customs and culture relevant to the delivery of library services
4. Experience with the planning of library infrastructure

Employee Signature

Date

Employee Name
