Position Description
01497 – Collection Management Librarian

About Council

The City of Onkaparinga is South Australia's largest metropolitan council with just over 10 per cent of the state's population and is continuing to grow rapidly. We are a high performing; responsive, innovative organisation that meets our communities' needs and strives to achieve excellence in all areas. We are an equal opportunity employer and employ people who share our passion for creating a better place to live and work. Our professional and friendly workplace offers a great working environment in which individuals are accountable and supported to continually develop to be the best they can be.

Workplace Health Safety and Return to Work

We are committed to a healthy safe work environment, including systems of work, plant, equipment and substance management that minimises the risk of injury or illness while at work.

Equity and Diversity

We aim to provide a workplace environment committed to the delivery of equity and diversity principles and procedures and other workplace regulations.

Customer Experience

Our goal is to consistently deliver an exceptional experience to both our internal and external customers. We do this by personalising our interactions, building trust and understanding, demonstrating teamwork, going above and beyond and continually seeking feedback to improve.

Our Values and Behaviours

In the workplace organisational values support the culture of our organisation. They are the 'glue' that brings us all together to support our corporate goals.

COURAGEOUS What will I do to make a difference today?   **CURIOUS** Why?

POSITIVE What can be done?   **INSPIRATIONAL** What will I be remembered for?

CONNECTED What do I need to know?   **ACCOUNTABLE** What impact will I have?

Summary

Position title:	Collection Management Librarian	Classification level:	MOA Level 4
Section/Division:	Libraries / Community Services	Reports to:	Team Leader Collection Management and Library Services
Direct reports:	Nil		

Position Overview

The Collection Management Librarian is responsible for providing a high quality, customer service in line with the City of Onkaparinga library quality service standards. A major focus of this role is contributing to the development and maintenance of the collection by following collection development principles and practices which include cataloguing and classification of resources, ensuring quality control of cataloguing standards to maintain database integrity, coordinating collection maintenance activities and delivering cataloguing and collection management training to library staff.

Key Relationships / Interactions

The Collection Management Librarian is required to have key working relationships with Team Leader, Collection Management and Library Services, Noarlunga Collection Management team, Service Wide Collection Management team, other relevant sections of council, Public Library Services and OneCard libraries.

Workplace Health Safety and Return to Work Responsibilities

- Take reasonable care for the health and safety of oneself and others
- Adopt work practices that support our WHS management system and approach

Financial Responsibilities

Nil

Special Requirements

- Due to the nature of the position some out of hours work will be required.
- While initial location of work is Noarlunga Library, appointment is to the City of Onkaparinga Library Service and location of work may reasonably vary.
- The successful applicant must possess and provide a Department of Human Services (DHS) "Not Prohibited" Working with Children Check, prior to offer of employment.
- The successful applicant must be prepared to undertake Child Safe Environment training.
- The successful applicant must possess a current driver's licence.

Position Accountabilities

The Collection Management Librarian is responsible for:

- Performing collection management tasks and contributing to the development and maintenance of collections by following collection development principles and practices, which include original and copy cataloguing and classification of resources to international standards and library specifications.
- **Acting as a technical expert within the Library Collections team and provide support and advice to Library Officers when required.**
- Coordinating and ensuring quality control of cataloguing standards to maintain database integrity.
- Co-ordinating and actioning collection maintenance reports provided by Public Library Services (PLS)
- Acting as the single point of contact (SPoC) for cataloguing and collection maintenance issues that are identified by PLS and the One Card library network.
- Delivering training to library staff in MARC21, AACR2/RDA, Dewey Decimal Classification, Library of Congress subject headings (LCSH), general cataloguing of library material and collection maintenance principles.
- Maintaining a high level understanding of the One Card consortia and the Library Management System in relation to collection management and maintenance
- Coordinating and completing the collection maintenance activities for Noarlunga Library which includes monthly stocktakes, weeding, stock rotation and collection improvement projects
- Coordinating the promotion of the Noarlunga Library collection though displays
- Generating statistical reports via Collection HQ, Symphony and Blue Cloud Analytics when required by Team Leader
- Selecting resources in designated area via Blue Cloud Acquisitions according to local selection profiles, guidelines and budgets
- Participating as member of the Service Wide Collection Management team in the planning and delivery of collection management projects
- Contributing to a culture of quality internal and external customer experience in line with City of Onkaparinga library quality service standards and delivering face to face customer service to ensure that customer needs are met
- Delivering a range of library activities and projects as directed and support team members to ensure quality service delivery within established procedures.
- Supporting customers in accessing and using online resources and technologies including internet, library catalogue and online databases (such as Libby/Overdrive, BorrowBox), PC booking system, and other resources as required

Selection Criteria

Technical Knowledge & Experience	• Comprehensive knowledge and demonstrated experience in collection development principles and practices.	Essential
	• High competency and knowledge in Library and OneCard network cataloguing and collection management policies and procedures.	Essential
	• Comprehensive knowledge and previous experience in the application of cataloguing and classification policies and procedures (Dewey Decimal System, LCSH, AACR2/RDA, MARC21).	Essential
	• High competence in library computer systems (Symphony, BlueCloud suite, Libraries Australia, Collection HQ).	Essential
	• Experience in training staff using adult learning principles	Essential
	• Experience in supervising staff and volunteers.	Essential
	• Knowledge and experience in BlueCloud Analytics and Collection HQ and statistical analysis in collection management.	Essential
	• Experience in successful project management.	Essential
	• Understanding of the role of libraries in the development of literacy and learning.	Essential
	• Understanding of the current trends in libraries	Essential
	• Self-directed and ability to use initiative.	Essential
Collaboration & Communication	• Demonstrated commitment to teamwork and the maintenance of a supportive work environment	Essential
	• Highly developed communication and interpersonal skills to deal effectively with a wide range of people from various backgrounds.	Essential
	• Ability to use initiative and be flexible when solving problems.	Essential
	• Willingness to openly share information and skills and train other staff in techniques and procedures.	Essential
	• Contribute positively to harmonious working relationships and team development	Essential
Customer Service & Continuous Improvement	• Demonstrated commitment to customer service and continuous improvement	Essential
	• Experience in working face to face with customers for an extended length of time	Essential
	• Sound search retrieval skills and demonstrated ability to use a range of online resources	Essential
	• Ability to make sound decisions independently, in line with organizational policies and guidelines and political influences.	Essential
	• Ability to identify and implement change initiatives and to support others in an environment of change.	Essential

Corporate	• Working knowledge of the Microsoft Office suite and use of corporate technology	Essential
	• Application of equity and diversity principles, WHS and Injury Management procedures and participative work practices	Essential
	• Working knowledge of information technology applications and equipment and troubleshooting skills for library technology resources	Essential
Qualifications	• Appropriate qualifications and eligibility for professional membership of ALIA.	Essential
Government	• Experience working in a government environment	Desirable

Corporate Systems and Information Assets

Manage projects and business activities to ensure that all corporate information and records are captured and managed in the appropriate corporate systems in accordance with the organisation's corporate policies and procedures on information governance and records management (electronic and physical).

Policy and Procedure

Adhere to council policies, procedures, guidelines and standards, in particular, but not limited to, our Organisational Values and Code of Conduct for Employees, Procurement Policy, Public Interest Disclosure and the following procedures: Employment in Addition to Council, E-Communication, Management of Unsatisfactory Performance and Unacceptable Behaviour.

Performance and Development Review Process

The City of Onkaparinga is committed to a performance and development management process (My Plan). A well-functioning performance and development review process is a critical part of our organisation's drive to attain and sustain organisational and individual excellence. This is a mandatory activity for every employee in the organisation to ensure that each individual is provided the best opportunity to succeed. In addition to performing your role in accordance with this job description, there are primary and secondary goals defined within the My Plan process which will be used to measure annual performance and delivery against expectations.

This Position Description is only descriptive of the type of duties to be undertaken by you during your employment and you accept the organisation may require you to carry out any duties which are within your skills and competence.

Employee Signature	Date
Team Leader / Manager Signature	Date