

## POSITION DESCRIPTION

<b>Title:</b>	Collection Development Librarian - Spearwood	<b>Position number:</b>	3101020
<b>Service Unit:</b>	Library Services		
<b>Business Unit:</b>	Public Library & Information Services		
<b>Division:</b>	Governance & Community Services		
<b>Enterprise Agreement 2019 – 2022: Level 5</b>			

### Mission

*To make the City of Cockburn the most attractive place to live, work, visit and invest in, within the Perth metropolitan area.*

### Values

<b>Customer Service</b>	We are committed to giving the best possible customer service.
<b>Safety</b>	Safety is an integral part of all that we do.
<b>Sustainability</b>	We consider the natural, financial and social implications of our decisions.
<b>Accountability</b>	We are honest. We are accountable for our actions and decisions.
<b>Excellence</b>	We strive for excellence.

### Position Relationships



## **Primary Objective/s**

To develop collections in accordance with customer demand and expectations and actively promote them to our community through the library website, social media and other means of online engagement.

Provide support and assistance to the Branch Librarian.

## **Specific Accountabilities / Statement of Duties**

1. Develop and maintain library collections to ensure that they are up-to-date, balanced and relevant to users' needs.
2. Oversee the curating of featured collections that form part of the Library's New Market Collection and look at ways of expanding this area.
3. In cooperation with other staff, establish a strong presence of the library collections and readers advisory service, by actively promoting them through social media, library website and other means of online engagement.
4. Oversee the acquisitions processes at the Spearwood Library including supervision of the Library Technician Spearwood and Library Officer – Periodicals Management.
5. Oversee service wide total expenditure of the library service's local and State Library stock budgets, through regular monitoring and effective communication with Branch Managers and library suppliers.
6. Manage the library service's e-resource collection.
7. Maintain a watching brief on new products and technologies that could enhance the loan collection and also identify and arrange trials of electronic products with a view to further developing the e-resource collection.
8. On an annual basis, review and update the library service's Collection Development Policy.
9. Responsible for the leadership, management and planning of cataloguing functions within the library service.
10. Analyse circulation statistics, survey data, census and other useful statistics to ensure the continued relevance and effectiveness of book, serials and electronic resources.
11. Assist the Branch Manager – Spearwood in the development, coordination and supervision of the branch including security and building and facilities maintenance and processing of employees timesheets and rosters.

12. Undertake special projects and other activities as directed by the Manager Library Services or Branch Manager – Spearwood.
13. Liaise with the State Library of Western Australia and other Libraries within the Western Australian Public Libraries' Communications Framework.

#### **Performance Outcomes (Expertise Required)**

Measurement is done against a range of Key Performance Indicators, objectives and projects as detailed in the (Service Unit) Business Plan.

The City of Cockburn actively promotes and encourages sustainability principles and practices. All staff are expected to embrace the concept of sustainability and demonstrate support in how they perform their role.

#### **Extent of Authority (Judgement/Delegation)**

Exercise considerable independent judgement and professional expertise in the performance of assigned duties under the general direction of the Manager Library Services and in collaboration with the Library Management team. Has authority to act within Public Library and Information Service policy guidelines.

#### **Purchase Authorisation Level**

Level 6 - \$50,000

#### **Corporate Standards and Legislative Knowledge**

Demonstrates and champions behaviour that is consistent with the City of Cockburn values.

Demonstrates commitment to applying relevant and applicable policies, procedures and legislation in the day-to-day performance of the functions of this position.

The City of Cockburn actively promotes and encourages sustainability principles and practices. Employees are expected to embrace the concept of sustainability and demonstrate support in how they perform their role.

Meet Occupational Safety and Health, anti-discrimination, equal opportunity and other legislative requirements in accordance with the parameters of the position.

#### **Appointment Criteria (other than performance outcomes)**

Satisfactory National Police Certificate  
Drivers Licence

## Experience, Qualifications and Skills Required for the Role

### Essential

1. Recognised tertiary qualifications and eligibility for professional Membership of the Australian Library and Information Association.
2. Developed organisational, communication and time management skills.
3. Sound knowledge of contemporary library practice, especially information retrieval skills, cataloguing, information organisation and criteria for stock selection.
4. Widely read, with a good knowledge of literature at all levels.
5. An understanding of automated library management systems.
6. Demonstrated experience in using social media and other means of online engagement to promote library collections and services and collect customer feedback.

### Desirable

1. Relevant experience in public librarianship.
2. An understanding of the Western Australian public library environment.
3. An understanding of the State Library of Western Australia's stock ordering procedures.
4. Knowledge and awareness of the range of products and resources available (including electronic and print resources), and their suitability for a public library collection which is relevant and capable of reflecting the changing information needs of the community.
5. Supervisory experience in previous employment.

### Acceptance

I \_\_\_\_\_ (Employee) hereby confirm my understanding and acceptance of the duties, responsibilities and all other requirements as detailed in this document.

Signed:

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_