

Position Title:		Grade:	
Pennant Hills Librarian		7	
Position Type:		Hours:	
Permanent Part Time		21 hours per week Based on: <input checked="" type="checkbox"/> 35 hr/week <input type="checkbox"/> 38 hr/week	
Branch:		Division:	
Library and Community Services		Community and Environment	
Reporting to:		Child Protection Risk:	
Pennant Hills Library Co-ordinator		<input type="checkbox"/> High <input checked="" type="checkbox"/> Low	

Position Objectives
To be part of, and contribute to, a customer focused team that supports library and information services to Hornsby Shire community by assisting with the provision of efficient and effective customer and circulation services.

Scope
<p>The position is responsible to the Pennant Hills Library Co-ordinator. It is a professional position that relies heavily on teamwork and requires that work be prioritised according to customer need. Tasks must be undertaken in a timely manner.</p> <p>The Pennant Hills Librarian position has the following major components:</p> <ul style="list-style-type: none"> • Information and customer services • Supervision • Maintenance of collections and facilities • Staff and customer training • Support of library services and programs

Duties & Responsibilities
<p>Information Services</p> <ol style="list-style-type: none"> 1. Ensure provision of quality information and reader advisory services through knowledge of resources and services. 2. Assist in the delivery of outreach and specialist services. 3. Assist with the delivery of Children's Services programs as required. 4. Undertake specialist research as required. 5. Assist with the delivery of technology support services to customers as required 6. Attend relevant professional meetings.

Duties & Responsibilities
<p>Customer Services</p> <ol style="list-style-type: none"> 1. Ensure the provision of quality customer services. 2. Undertake shifts as rostered at designated libraries in the network, including weekend and evening shifts as required. 3. Ensure that financial transactions are handled in a responsible and accurate manner. 4. Liaise with internal and external service providers as required in the evenings and at weekends. 5. Undertake circulation duties. 6. Resolve customer service issues within the scope of the position.
<p>Supervision</p> <ol style="list-style-type: none"> 1. Manage the workflow and co-ordination of tasks of all staff supervised when rostered as Officer in Charge. 2. Manage the workflow and co-ordination of tasks of volunteers as required. 3. Provide assistance and support to the Branch Co-ordinator in the supervision and organisation of staff. 4. Contribute to the performance assessment of staff under the position's regular weekly supervision.
<p>Maintain Collection and Facilities</p> <ol style="list-style-type: none"> 1. Assist with collection development including selection and deletion of resources. 2. Assist with the maintenance and organisation of resources. 3. Support the Pennant Hills Library Co-ordinator in ensuring that the building is maintained and a safe environment is provided. 4. Ensure that all lock up procedures are followed at close of business on evening and weekend shifts
<p>Staff and customer training</p> <ol style="list-style-type: none"> 1. Assist with staff training as required. 2. Assist in the planning and delivery of seminars and training sessions as required.
<p>Library Services and programs</p> <ol style="list-style-type: none"> 1. Assist with marketing library services. 2. Assist with the preparation of promotional material. 3. Contribute to the provision of library services and programs.
<p>Compliance</p> <ol style="list-style-type: none"> 1. Abide by requirements and expectations that apply to any kind of contact with any children and young people in Council's Child Protection Determination as stated in Council's Code of Conduct. 2. Be familiar with Council's reporting procedures for reporting children and young persons suspected of being at risk of harm or abuse, according to the determination of abuse under the Ombudsman Amendment (Child Protection and Community Services) Act 1998. 3. Undertake specific training programs to comply with legislative and Council requirements.
<p>Other Duties and Responsibilities</p> <ol style="list-style-type: none"> 1. Undertake tasks as required by supervisor within the skills, training, qualifications and experience of the role. 2. Support team, library and Council goals including participation in relevant meetings.

Duties & Responsibilities

General

1. Observe and implement as appropriate all Council determinations including Code of Conduct, EEO and WH&S.
2. Comply with Council's WHS Responsibilities Matrix – Level 6.
3. Ensure that all Council business is adequately documented in all relevant systems in accordance with appropriate determinations, standards and procedures.
4. Ensure that records adequately document business transactions and are made and kept in the Document Management System in compliance with Council's determination, standards and procedures for recordkeeping.
5. Ensure information, including personal passwords for Council's systems, is maintained in a secure manner with any security breaches reported immediately to the Branch Manager.
6. Enter and maintain time and attendance, leave and higher duty records in the time and attendance system in accordance with Council's business rules, procedures and practices, within specified timeframes for each pay period.

Organisational Context

The Pennant Hills Library team is responsible for the day to day lending and return of library resources and delivery of information services at Pennant Hills Library. The team has direct daily contact with a high volume of customers. Members of the team may work in other library teams or at other locations. The position requires operational supervision of staff when rostered as Officer in Charge and has contact with all library personnel, Council Officers seeking information, the general public and other library professionals.

Person Specification

The Pennant Hills Librarian position requires an enthusiastic, customer focused professional with good interpersonal and communication skills. Completion of a degree in information science or its equivalent accepted by the Australian Library and Information Association for professional membership is an essential qualification for the position.

The ability to work independently and as a member of a team is critical to the success of this role, as is accuracy and attention to detail and the ability to meet agreed deadlines. The Pennant Hills Librarian is primarily based at the Pennant Hills Library with rotation to Hornsby Central Library as required. The position may be required to work in other branch libraries.

A Working with Children's Check number provided by the NSW Government Office of Children Guardian is required.

Qualifications

- Degree in Information Science or its equivalent, accepted by the Australian Library & Information Association for professional membership

Experience, Skills and Knowledge

- Demonstrated ability to provide effective readers advisory, information and circulation services to a wide range of customers.
- Customer service experience.
- Demonstrated ability to provide technology support to library customers of all ages
- Well-developed interpersonal and communication skills
- Demonstrated ability to deliver customer focused services in a high-volume environment
- Demonstrated ability to work independently and as a member of a team
- Demonstrated organisational skills and ability to contribute to library programs
- Ability to supervise and train staff

Personal Attributes

- Interested in assisting the community
- Flexible and co-operative approach to work
- Broad general knowledge
- Commitment to continuous learning

Licences or Certificates

- Current Driver's License
- Current Working With Children's Check

Document Approval	
After discussions with my supervisor, I agree that this Position Description and Person Specification is an accurate and fair description of my position.	
Incumbent Signature:	
Incumbent Name:	Date:
After discussions with the current incumbent (where relevant), I agree that this Position Description is an accurate and fair description of the position.	
Supervisor Signature:	
Supervisor Name:	Date: