



Title: Librarian (Young People Services)

Division: Community Development

Level: Four (4)

Position Objectives

- Provide professional support for the efficient operation of the Nedlands Library Service by the effective provision, promotion, and development of services to library clients and the community.
- Provide supervisory and monitoring duties to support the Library Services Coordinator.

Organisational Relationships

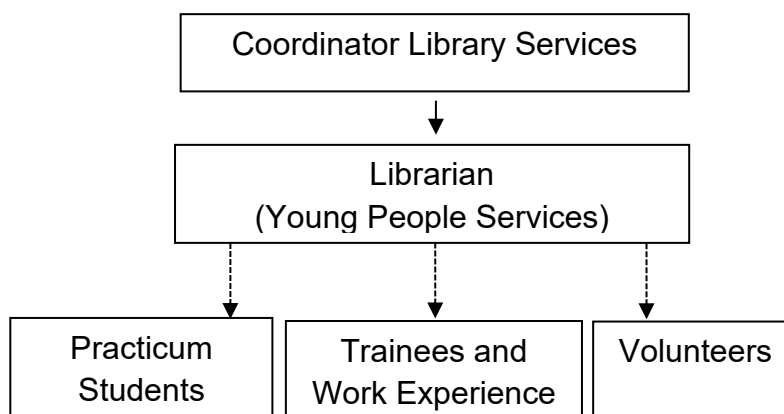
Reporting to: Coordinator Library Services

Responsible for: Practicum and work experience students, trainees, and some volunteers.

Membership of: Community Development – Library Services

Liaison with: All staff, State Library of Western Australia (SLWA), community organisations, business community, suppliers, vendors, program presenters and other public libraries.

Organisational Chart



Key Responsibilities

Operational

- Initiate and undertake promotional activities that increase the usage of the City's library services by young people, including provision of advice on accessing



applicable services available to young people and the development of targeted library collections.

- Undertake selection of library materials for the Junior and Young Adult collections.
- Actively liaise with schools and relevant community groups on promoting and initiating library services and events available to young people.
- Catalogue library acquisitions.
- Participate in public library forums concerned with young people services and other library matters.
- Engage in the review and application of library policies and procedures.
- Actively participate as part of the professional team by monitoring developments and trends in service delivery for the effective planning and provision of library services at the City.
 - Actively review and implement library policies and procedures.
 - Undertake rostered duties on circulation desk and information desk in a prompt, courteous and efficient manner.
 - Assist with the libraries' social media platforms.
 - Undertake financial activities such as raising requisitions, generating purchase orders, good receipting, and invoice monitoring etc.
 - Maintain the bibliographic database as required.
- Assist and contribute to the library service's communications strategy by assisting with promotional and marketing activities across print, social media platforms and via the City website and internal systems.
- Provide training and professional assistance to library customers and other employees as required.
- Other activities within the limits of your skill, competency and training as advised by Coordinator Library Services.

Strategic

- Contribute information and data to assist the Coordinator Library Services in the overall strategic planning of the City's library services.

Human Resources

- Provide leadership, feedback and support to practicum students, trainees, and volunteers.
- Provide guidance and support to Library Customer Services Officers as Librarian on Duty as required.

Work Health and Safety

- Understand the Worker Rights and Responsibilities under the Work Health and Safety Act 2020
- Be responsible for ensuring your safety and health and that of others in the workplace.



- Actively communicate and consult with others on WHS matters.
- Report Hazards and incidents immediately.
- Follow implemented safe work practices.
- Participate in incident investigations when required.
- Actively participate in return-to-work programs when required.

Risk Management

- Comply with the City's risk management policies and procedures.
- Responsible for reporting risks in relation to operational procedures.

Requirements of the Job

Skills and Knowledge

- High level communication and interpersonal skills.
- Thorough knowledge of public library practices and procedures.
- Thorough knowledge of and interest in the provision of young people services to Library users.
- High level customer service skills with the ability to take initiative to resolve customer queries.
- Ability to work independently and within a team environment.
- Good organisational and time management skills.
- Proficient in the use of Microsoft Office Suite.

Experience

- Demonstrated experience working in a public library.
- Experience in using a Library Management System. Knowledge of Spydus would be advantageous.
- Experience in troubleshooting of library systems, platforms, and the use of information technology relative to Library use.
- Experience in staff mentoring and training.

Qualifications, Certificates and Licences

- Tertiary qualification in Library and Information Studies or equivalent demonstrated experience.
- Eligible for associate membership of the Australian Library and Information Association (ALIA).
- Current Working with Children Check.
- Current 'C' Class Drivers licence.
- Current Provide First Aid Certificate.



Physical Work Component

During normal duties, the frequency of lifting, carrying, or pulling the following weight is:

	Never	Seldom	Occasionally	Often	Always
23 kgs or over		✓			
9 – 22 kgs				✓	
Under 9 kgs					✓

During normal duties, the frequency of the following activities is:

	Never	Seldom	Occasionally	Often	Always
Walking				✓	
Walking on uneven ground		✓			
Driving			✓		
Reaching above shoulder height			✓		
Reaching at shoulder height					✓
Reaching below shoulder height					✓
Bending or crouching					✓
Kneeling or crawling		✓			
Working with hazardous substances	✓				

During normal duties, the frequency activity is required to be maintained for:

	0-30 minutes	31-50 minutes	51-90 minutes	Over 90 minutes
Sitting at one time		✓		
Standing at one time		✓		
Driving at one time	✓			

During the average day, the total number of hours spent in the following position is:

	0-2 hours	2-4 hours	4-6 hours	6-8.5 hours
Sitting at one time	✓			
Standing at one time	✓			

During the average day, the position may require working in the following conditions:

	Yes	No
Outside		✓
Extremes of hot or cold		✓
Damp or humid environment		✓
Noisy environment		✓
Dusty or unventilated environment		✓
Toxic fumes or hazardous chemicals		✓



Extent of Authority

- Operates under the general direction of Library Services Coordinator and freedom to make decisions in accordance with policies and procedures.
- Exercises a degree of autonomy however, freedom to act is governed by role, policy, and budget constraints.
- Assistance available for problem solving.
- Work outcomes monitored.

Certification

Authorised by: Chief Executive Officer

A handwritten signature in blue ink, appearing to read 'Terry', written over a faint circular watermark.

Signature:

Date Reviewed: 19 March 2024
