

POSITION DESCRIPTION



POSITION TITLE:	Collection Services Librarian
POSITION NO:	439
CLASSIFICATION:	5
AWARD / LWAA:	Moreland City Council Enterprise Agreement 2018
DEPARTMENT:	Community Development
BRANCH:	Cultural Development
WORK UNIT:	Library Services
REPORTS TO:	Library Coordinator Resources and Technology
SUPERVISES:	All staff when occupant is the most senior staff member available; Library Officers reporting to the position
PREPARED BY:	Unit Manager Library Services
APPROVED BY:	Manager Cultural Development

Moreland's Values are mine!



DATE CREATED: 17 January 2008

DATE MODIFIED: 13 July 2021

DATE APPROVED: 9 July 2021

DATE PRINTED:






As an employee of Moreland City Council you are required to observe all Policies, Codes of Conduct, use and wear personal protective clothing and equipment (where applicable) and follow work instructions and relevant regulations.



DATE CREATED: 17 January 2008	DATE MODIFIED: 13 July 2021
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1. POSITION OBJECTIVES:

In accordance with established Library policy, practices and directives, efficiently and accurately catalogue library materials and maintain cataloguing standards appropriate for the library's collections, under the direction of the Library Coordinator Resources and Technology

Value	Statement
	We acknowledge our main purpose is to work with our Community and customers
	I will support and value others
	I take pride in my work and am responsible for doing it well
	I will do what I say
	We will work within and across the organisation to achieve community outcomes

2. KEY RESPONSIBILITY AREAS:

Customer Services

- Perform customer service duties, including assisting with self-service and borrowing ematerials, returning, shelving and shelf reading library materials.
- Instruct and advise customers in using the catalogue, ematerials and the library.
- Perform information and reference service duties and provision of information and customer assistance with photocopiers, WiFi, the internet and PCs.
- Provide relief at other library service points as required.

Technical services

- Undertake original cataloguing for all formats on the library management system and Libraries Australia with a focus on local history collection items.
- Supervise and coordinate cataloguing, downloading of bibliographic records and inputting records by other staff.
- Train Technical Services staff in cataloguing, downloading and adding records.
- Establish and maintain documentation related to internal processes and shelf ready requirements for suppliers.
- Liaise with suppliers to ensure that shelf ready requirements are understood and complied with.
- Complete project work as assigned by the Library Coordinator Resources and Technology.
- Collaborate with senior staff in formulating cataloguing policies and standards.
- Assist in the selection and implementation of new technology and upgrades to existing systems, particularly the library management system.

Staff Supervision and Technical Services

- Supervise and assign work to Library Shelving officers, Library Officers and Library Technicians reporting to the position and other library staff as required at the service point(s) where the position is based.
- Develop work plans and undertake staff evaluation for staff reporting to the position.
- Assist in the supervision and assigning of work to Library Officers and Library Technicians in the Technical Services area.

Administration

- Prepare reports and correspondence as required.

Continuous Improvement

- Contribute to the effective implementation of the Moreland Continuous Improvement system in the work area and achievement of quality outcomes.

Occupational Health & Safety

- Contribute to the achievement of a safe and healthy environment by working in accordance with Council's OHS Policy and Procedures.

Environmental Sustainability

- Incorporate Council's environmental sustainability objectives and targets into projects and programs.
- Promote and participate in a culture of environmental sustainability.

Diversity & Equity

- Undertake all duties with an awareness of and sensitivity to diversity and equity in accordance with Council policy.

Other duties

- Required to undertake other duties as directed.

3. ORGANISATIONAL RELATIONSHIP:

Reports to:	Library Coordinator Resources and Technology
Supervises:	Library Officers reporting to the position and all staff when occupant is the most senior staff member available; Library Officers assigned to the Technical Services area
Internal Liaison:	All library staff; Council Departments, particularly Community Development and IT
External Liaison:	Cataloguing and ILMS networks; Library Management System suppliers; National Library of Australia; local historical societies; shelf-ready service providers

JOB CHARACTERISTICS RELEVANT TO THE POSITION

The following Job Characteristics should be read in the context of the definitions describing the characteristics required of a Band 5 employee as outlined in Part B of the Enterprise Agreement (Victorian Local Authorities Award 2001, Appendix A, Part A - Employee Band 5, Clause 5)

4. ACCOUNTABILITY AND EXTENT OF AUTHORITY:

- Accountable for the efficient cataloguing of library resources and maintenance of the library's bibliographic database, under the supervision of the Library Coordinator Resources and Technology, subject to the established policies, practices and guidelines of Council and the Library Service.
- Accountable for the maintenance of the library's bibliographic database and for the quality of records catalogued or input.
- Provide advice and give support to the Library Coordinator Resources and Technology and other senior library service staff.

- When on duty as the most senior staff member, the incumbent will be responsible for enforcing library policies and supervising staff.

5. JUDGEMENT AND DECISION MAKING:

- Solve problems in relation to cataloguing, downloading and inputting records, using procedures and guidelines and the application of professional knowledge or knowledge acquired through experience.
- Problems may be of a complex or technical nature with solutions not related to previously encountered situations and some creativity and originality is required
- Guidance and advice is usually available.

6. SPECIALIST KNOWLEDGE AND SKILLS:

- Thorough knowledge of the DDC scheme, Library of Congress subject headings, Anglo American Cataloguing Rules and MARC format and familiarity with RDA.
- Good literacy and numeracy skills.
- Ability to use, and knowledge of, PCs and the Internet, including basic troubleshooting skills.
- Ability to lift and carry items up to 15kg in weight.
- Fluency in a community language related to the Moreland area is an advantage.

7. MANAGEMENT SKILLS:

- Ability to achieve set objectives in the most effective way possible and within a set timetable.
- Ability to set priorities and to plan and organise own work and that of other relevant library staff members.
- Ability to implement personnel practices including those related to equal employment opportunity, occupational health and safety, and employee training and development.

8. INTERPERSONAL SKILLS:

- Ability to consistently provide efficient and friendly service to library users.
- Ability to contribute to and deliver projects and programs, including developing, planning, implementing, and reviewing, within agreed timeframes
- Strong commitment to excellence in service provision to all sections of the community.
- Ability to communicate clearly, both orally and in writing.
- Ability to relate to people from diverse cultural backgrounds.
- Flexibility.

- Consistently positive and cheerful attitude to work, to the organisation, to colleagues at all levels, and to citizens.
- Ability to resolve problems and to defuse potential conflict.
- Ability to gain the cooperation and support of team members to achieve team goals and objectives.
- Empathy with all sections of the community.

9. QUALIFICATIONS AND EXPERIENCE:

- Eligibility for professional membership of the Australian Library and Information Association (ALIA).
- Demonstrated experience and ability in cataloguing library resources.
- A current Victorian Driver's Licence and Working With Children check.

10. PHYSICAL REQUIREMENTS OF THE POSITION

TASK ANALYSIS

In the course of their duties, a person in this position may be expected to work in or be exposed to the following conditions or activities as marked.

Condition/Activity	Constant	Frequent	Occasional	N/A
Manual handling weights -above 10kg	()	(√)	()	()
-below 10kg	(√)	()	()	()
Manual handling frequency	(√)	()	()	()
Repetitive manual work	(√)	()	()	()
Repetitive bending/twisting	(√)	()	()	()
Working with arms above head	()	(√)	()	()
Lifting above shoulder height	()	(√)	()	()
Using hand tools – vibration/powerful	()	()	()	(√)
Operating precision machinery	()	()	()	(√)
Close inspection work	()	()	()	(√)
Wearing hearing protection	()	()	()	(√)
Wearing eye protection	()	()	()	(√)
Working in dusty conditions	()	()	(√)	()
Working in wet/slippery conditions	()	()	()	(√)
Wearing Gumboots	()	()	()	(√)
Wearing safety shoes/boots (steel cap)	()	()	()	(√)
Working with chemicals/solvents/detergents	()	()	(√)	()
Washing hands with soap (hygiene)	()	(√)	()	()
Working at heights	()	()	()	(√)
Working in confined spaces	()	()	()	(√)
Working in chillers (+4 degrees C)	()	()	()	(√)

Performing clerical duties	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Working on a keyboard	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Driving cars and/or trucks	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Other (please specify) _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Other special features (e.g. nature of chemicals, travelling requirements, etc):

11. KEY SELECTION CRITERIA

- Demonstrated experience in cataloguing and using Libraries Australia.
- Teamwork, supervisory and communication skills.
- Consistently positive and cheerful attitude to work, to the organisation, to colleagues at all levels, and to citizens.
- Demonstrated ability to resolve problems using creativity and originality when required and to defuse potential conflict.
- Ability to contribute to and deliver projects, including developing, planning, implementing, and reviewing, within agreed timeframes.
- Ability to lead, motivate and coach staff and to gain the cooperation and support of team members to achieve team goals and objectives.
- Eligibility for professional membership of the Australian Library and Information Association (ALIA).
- A current Victorian Driver's Licence and Working With Children check.