

Agile Library Officer (SCS190 SCS191)

Position Description

Directorate	Community Directorate
Division	Community Services
Grade	8
Employment Type	Permanent, full time
Reports to	Outreach Services Team Leader (SCS072)

Primary purpose of the position

This position is responsible for effectively working as part of the Library Outreach team to deliver responsive and innovative library services across the Wagga Wagga Local Government Area.

Key responsibilities

- Conduct the Agile Library service including processing borrowings, returns and library memberships and cash handling at designated sites across rural villages and suburbs located in the Wagga Wagga Local Government Area.
- Load the agile vehicle each day and ensure that the set up and close down in each location meets WHS guidelines and procedures are followed to ensure public safety.
- Drive the agile library vehicle to multiple locations across the Local Government Area in accordance with established schedules to deliver a responsive, customer friendly library service to the community.
- Deliver a variety of programs both outreach and in-house under the direction of the Outreach Services Team Leader and in collaboration with other team members for example story time, school holiday programs, youth activities, seniors' classes, social media classes, intergenerational programs and author talks. Program delivery is to occur at both the Wagga Wagga City Library, located in the Civic Centre and off-site as required.
- Deliver a high-quality library service to library members and visitors to meet their information and recreational needs.
- Collect the change-over stock and reservations each day to ensure that the agile library vehicle is stocked and well-presented across the weekly schedule.
- Ensure that the agile library vehicle is secured at all times in various locations.
- Work with community members and volunteers to ensure venues are prepared appropriately before commencing program delivery.
- Liaise with individuals, organisations and groups to identify partnerships and opportunities to deliver public programs for lifelong learning in a community setting.

- Undertake tasks associated with the general operations of the Library service as required.
- Attend and participate in regular team meetings and planning sessions.

Key behaviours

All Council employees are responsible for aligning their conduct in accordance with key behaviours when undertaking the duties of their position. The foundation of these key behaviours is based on Council's Values and vary dependent on the level of your position.

Please refer to Council's Key Behaviours template for more information.

Communication

- I communicate openly and honestly
- I constructively contribute to team meetings, toolbox talks and conversations
- I share information and ideas with colleagues
- I ask questions if I don't understand
- I respond promptly to enquiries and requests

Trust

- I am responsible for my own actions
- I take initiative to progress my own work and follow through on my work commitments
- I act honestly and maintain confidentiality
- I understand and follow the law, rules, policies, guidelines and the Code of Conduct
- I utilise Council resources effectively

Respect

- I treat others with respect
- I treat others the way they wish to be treated
- I respect the organisation and I convey a positive and professional image of Council
- I respect the position I hold and complete my work to the best of my ability
- I challenge decisions made by management respectfully and thoughtfully

Innovation

- I look for, and am open to, new and better ways of doing things
- I am receptive to change
- I am flexible and responsive to changing work priorities and issues

Teamwork

- I always work in a safe manner, looking after my own safety and the safety of others
- I consult on safety issues, report hazards, identify, manage and minimise risk for myself and others
- I am an engaged and enthusiastic team player
- I offer support and help to others when workloads are high
- I cooperate with my team members and supervisors and contribute positively to our work

Work Health and Safety

Work Health and Safety (WHS) is the number one priority at Wagga Wagga City Council ('Council'). We make no compromise when it comes to employee safety.

As a worker of Council, it is your responsibility to:

- Follow Council's WHS policies and procedures as instructed
- Report all WHS hazards incidents and near misses to your supervisor as soon as possible
- Participate in all required WHS training

To minimise risk and assist in protecting workers in employment at Council, workers are required to meet the inherent requirements of the position, including any Job Demand Analysis (JDA) that has been completed outlining the inherent physical requirements of this position. Council seeks to apply reasonable adjustments to remove barriers to workplace participation for individuals with a disability or injury.

Essential requirements of the position

Qualifications, licences and competencies

1. Qualifications relevant to the role.
2. Current Class C Driver's Licence.
3. NSW Working with Children Check Clearance.

Skills and experience

4. Substantial experience using a Library Management System and assisting with information and readers advisory services in a library setting.
5. Substantial experience relevant to the role including the presentation of programs to diverse audiences.
6. Solid communication (oral and written) and interpersonal skills including solid presentation skills to deliver diverse public programs in various community settings, ranging from Story time programs to technology and information sessions for youth and adult learners.
7. Strong computer skills including a range of software and social media tools.
8. Demonstrated ability to work effectively in a team environment and independently.
9. Demonstrated time management, planning and administrative skills.
10. Demonstrated ability to deliver quality customer service, contribute to service improvements and adapt to change.
11. Ability to work weekends in accordance with rostering arrangements.
12. Demonstrated understanding of Equal Employment Opportunity and Work Health & Safety requirements relevant to the role including risk assessment of activities and tasks.

Disclaimer

This document reflects the major elements and responsibilities of this position and is not designed to be prescriptive in nature. Employees can therefore expect to undertake other duties in addition to those identified.

Reviewed: 14/2/22

Version: 1.0