

# Position Description



Position Title	Coordinator Library Services
Department	Community Services
Reports to	Manager Community Services
Grade	11
Date reviewed	October 2020

## Primary Purpose






Organises and integrates activities and resources, and guides the work of the Library Services, to achieve the principal activities of the Operational Plan.

The incumbent will lead Council's vision as "A Trusted Community Partner", promote the values which support this: Solutionary, Together, Accountable, Innovative, Caring, and use these to guide decisions, actions and conduct.

## Key Accountabilities

- Inform the decision making of the Management Team to support service delivery and the governance and administration of the council.
- Coordinate work programs and plans to deliver the principal activities of the Operational Plan to meet community and organisational priorities.
- Monitor, review and report on goals and performance measures that link community needs and organisational priorities to service delivery.
- Coordinate the resources (time, finance, assets, people) and activities of the Library Services to carry out the principal activities of the Operational Plan efficiently, effectively and safely.
- Guide and facilitate the team's contribution and the operational performance of the council to improve service quality, accessibility and responsiveness.
- Maintain adopted policies, procedures, processes and systems of work, and hold team leaders and team members accountable to apply them when carrying out their work.
- Model and reinforce cross-functional collaboration through information sharing and knowledge transfer to drive evidence-based decision making, enhance capability and optimise capacity.
- Model and reinforce an agile, solutions-focused, accountable and collaborative culture that facilitates workforce engagement, empowerment and performance.
- Inform, education and guide employees about their WHS responsibility to maintain a safe workplace.

The employee is required to undertake any other duties, projects or tasks as directed by the Manager, which are within his/her skills, competence and training.

Position Capabilities		
Capability Group	Capability Description	Level
 Personal Attributes	Be accountable for investing in own growth, acting with integrity and displaying resilience.	Advanced
 Relationships	Be respectful, inclusive and collaborative in engaging with others to address issues and deliver for the community.	Advanced
 Results	Be planned and responsive to organisational priorities and develop pragmatic solutions to deliver quality outcomes.	Advanced
 Resources	Be efficient, effective and compliant in the management and use of assets, finance and contracts.	Adept
 Workforce Leadership	Be accountable for providing direction, developing capability and leading effective approaches to meet organisational priorities now and into the future.	Advanced

## Essential Criteria

1. Degree qualification in Library and Information Science or a related discipline with demonstrated contemporary experience in a similar role; or substantial contemporary experience in a similar role, coupled with ongoing professional development to support contemporary knowledge.
2. Experience in library management and library collection management
3. Proven ability in financial management and business planning
4. High level of skills/knowledge of relevant information technology
5. Demonstrated ability to motivate and supervise staff
6. Strong commitment to customer focused service
7. Excellent communication skills
8. Demonstrated leadership ability
9. Eligibility for professional Membership of the Australian Library and Information Association
10. Current Class C Drivers Licence.

## Desirable Criteria

1. Proven ability to liaise with Government, business and community organisations
2. Extensive professional experience in a public library environment
3. Demonstrated ability to coordinate resources, services and facilities on a Regional basis
4. Experience in managing an automated library management system
5. Class HC Drivers Licence

The position description should be read, and applied, in conjunction with other corporate documentation that guides decision-making, actions and conduct, including but not limited to, the contract of employment, Code of Conduct, delegations of authority, legislation, regulation, policy, procedure, process, standards and plans.

I have read and understand the above requirements and accountabilities of this position.

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Name (please print)

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Signature

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Date