

# Position Description



Position Title	Librarian (Events Coordinator)
Department	Community Services
Reports to	Coordinator Library Services
Grade	7
Date reviewed	October 2020

## Primary Purpose






The major focus of this position is the coordination of library events and programs for the community, the implementation of suitable IT programs and activities that encourage and develop IT literacy skills and the upkeep and promotion of electronic databases and resources as applicable to library services.

The incumbent will contribute to 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

- Promote the Snowy Monaro Regional Library Service by providing a high level of customer service through face to face contact, via telephone or email ensuring that Council Policy and/or procedures are followed
- Provide reference and information services, including readers advisory
- Development and delivery of community programmes and outreach services which are aligned to the Library's strategy
- Promote Technology for Library services
- Investigate and apply for suitable grant funding to support programs and events
- Coordinate displays and exhibitions
- Explore and develop partnerships within the community to deliver effective programs and events
- Promote and deliver public learning programs for e-resources
- Actively promote and market the library service in consultation with the Coordinator Library Services
- Promote information sharing and knowledge transfer to drive evidence-based decision-making, enhance capability and optimise capacity
- Contribute to the performance of Council: demonstrate professional conduct, make the best use of knowledge, experience and skills and be accountable for own decisions and actions
- Contribute to a safe workplace: comply with legislative and organisational requirements and be accountable for own decisions and actions

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

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

### Essential Criteria

1. Degree or equivalent professional qualification recognised by the Australian Library and Information Association
2. Demonstrated ability to provide reference and information services
3. Commitment to customer service
4. Demonstrated ability in the use of information applications, including bibliographic searching
5. Demonstrated knowledge and use of online and electronic resources including databases
6. Well-developed project management skills, with demonstrated ability to plan, promote, implement and manage projects and programs
7. Excellent written and oral communication skills

8. Proven ability to work as member of a team
9. Well-developed interpersonal skills to work with community organizations, agencies, government departments, patrons and staff
10. Current Class C drivers licence.

#### **Desirable Criteria**

1. Recent public library experience
2. Experience with Libraries Australia and NSW net
3. Experience in working with different client groups.

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