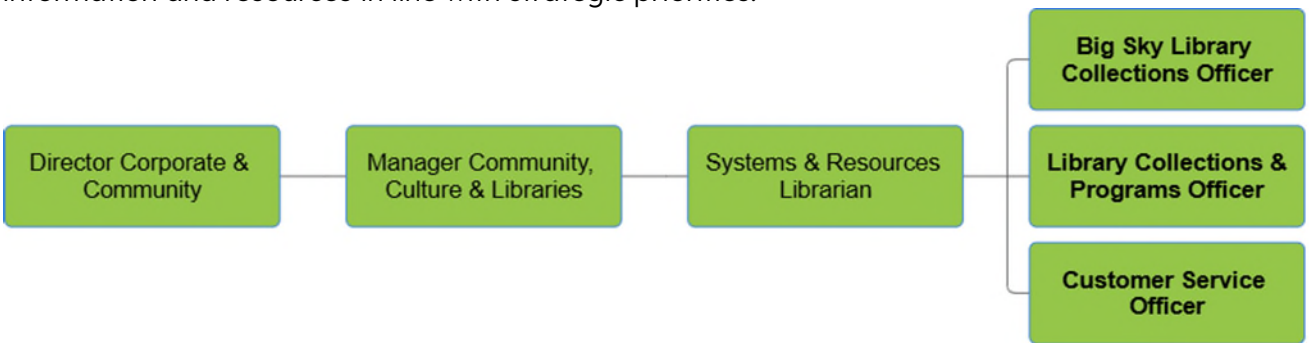
Position Description

Systems & Resources Librarian

Position:	Systems & Resources Librarian (1029)
Division	Community, Culture & Libraries
Band/Grade:	Local Government (State) Award: Band 2 Level 3 Grade 14-15
Reports to:	Manager Community, Culture & Libraries
Number of Direct reports:	3
Location:	Moree Community Library, Moree
Reviewed:	January 2026

POSITION PURPOSE

The position purpose is to provide specialist leadership and coordination of library collections, digital platforms and systems to support the delivery of contemporary, accessible and customer-focused library services across the Big Sky Libraries network. The role oversees collection development, e-resources, Library Management System administration and continuous improvement initiatives, while ensuring compliance with legislative and policy requirements. Through effective supervision, project coordination and financial oversight, the position supports the Manager Community, Culture & Libraries to enhance service quality, maximise resource value and improve community access to information and resources in line with strategic priorities.



KEY DUTIES AND RESPONSIBILITIES

1. Coordinate the collection development process, ensuring collections remain current and relevant in accordance with customer demand and best industry practices.
2. Set up and maintain online platforms and tools to maximise functionality and user engagement, while identifying and implementing technological solutions to improve resource awareness and overall efficiency.
3. Provide specialist support and advice to the Manger Community, Culture & Libraries and actively supervise, motivate and contribute to training of library employees.
4. Oversee the collection development, e-resources and consortia management for Big Sky Libraries (BSL). This includes:
    - facilitating and delivering the exchange process with other branches.
    - coordinating selection, ordering, accessioning, cataloguing, end processing and distribution of BSL collections to agreed standards.
    - developing e-resource consortia collections according to consortia agreements.

- liaising with e-resource consortia partners and vendors to ensure relevant resource selection and appropriate resource sharing, while supporting employees in the effective use of related platforms and tools.
- actively promoting practices in line with the Big Sky Libraries' Strategic Plan and regularly reviewing BSL Collection Development Policy.
- supporting BSL employees with online catalogue, databases and resources.

5. Oversee major projects, such as Library Management System upgrades and stock takes as well as coordinating activities across teams to ensure timely completion.
6. Oversee financial matters, including monitoring the library's resource and projects budgets and reporting on expenditure, sourcing funding and authorising and processing of purchase orders.
7. Process customer purchase requests and supervise inter-library loan operations, ensuring efficient service delivery.
8. Streamline library acquisition procedures and stock processing workflows to enhance operational efficiency.
9. Oversee Library Management System administration to ensure best practice, compliance, data integrity and confidentiality. This includes:
   - developing and maintaining relevant guidelines and procedure manuals.
   - ensuring confidential practice and accurate record-keeping
   - appropriate handling and distribution of sensitive information and documentation under the Privacy Act 1988.
   - maintaining awareness of emerging trends in electronic resources and systems.
10. Identify opportunities for process improvement and actively contribute to developing and refining work processes.
11. Contribute holistically to the implementation of Moree Plains Shire Council's Operational plan.

**Please note duties and responsibilities may vary from time to time as operational needs arise, on direction from the manager.*

Behaviours and Personal Attributes:

- Enthusiastic
- Communicative
- Approachable and collaborative
- Resourceful and solutions-oriented
- Adaptable

Key Relationships:

- Manager Community, Culture & Libraries, Big Sky Library employees and Council's Information Services.
- E-resource consortia partners and vendors.
- Community members.

SELECTION CRITERIA

Essential Criteria:

1. Bachelor of Information Studies (or equivalent qualification) with eligibility for professional membership of the Australian Library and Information Association (ALIA) as well as extensive experience in a library services, or similar discipline.
2. Well-developed skills in maintaining and optimising e-resources collections, cataloguing standards and library management systems combined with knowledge of collection development principles and contemporary library trends.
3. Proven ability to lead and train employees to foster a cohesive, collaborative and high-performing team environment.
4. Excellent communication and customer service skills with the ability to provide informative guidance to library users.
5. Strong competency in using a range of digital technologies, such as internet applications, mobile devices and library-specific platforms for record-keeping and implementing technological upgrades.
6. Project management skills including experience with budgets, task prioritisation and improvement initiatives, with the ability to exercise flexibility and sound judgement in changing environments.
7. Willingness and ability to travel between Big Sky Libraries branches for meetings and professional development.

Desirable Criteria:

1. Previous Local Government experience.
2. Previous experience with Spydus Library Management System administration.
3. Current Class C Driver's Licence.

Pre-employment checks:

1. Working with Children Check.
2. Pre-employment medical which includes drug and alcohol testing.

COUNCIL ACCOUNTABILITIES

- To comply with legislative requirements.
- In accordance with the Workplace Health and Safety Act, employees must take all reasonable care for their own safety and the safety of others in the workplace.
- Comply with Council's plans, policies, procedures and Code of Conduct.
- To understand, adhere and promote Councils Equal Employment Opportunity (EEO) and diversity policies and procedures.

- To deliver your accountabilities and meet your project milestones, performance targets and service levels as required within your role.

COUNCIL VALUES

Moree Plains Shire is a strong, robust community providing a relaxed, healthy and harmonious lifestyle. Our economy supports the local region and preserves the important environmental qualities of our area. We are committed to playing our role in helping build the community we want for our future and leading the way in fostering a healthy, positive and well-resourced community.

S	H	A	R	P
Safe Prioritise the safety of our team members, contractors, community and environment.	**Helpful** Take the initiative to help. Offer solutions. One team.	**Accountable** Take ownership. Have the courage to call things out. Keep others accountable.	**Respect** Mutual Respect. No time for disrespect.	**Productive** Push for results. Drive with urgency. Focus on quality.

These behaviours, in combination with further expectations and requirements outlined in Moree Plains Shire Council's internal Policies and Code of Conduct, apply to all employees of Council.

ACCEPTANCE

I, _____ confirm I have read and understood the Position Description and my delegations. As the incumbent, I agree to work in accordance with the position requirements and will abide by Council's policies, procedures and values. I understand this role description is designed to guide the responsibilities and activities undertaken and acknowledge the organisation, in response to changing priorities, may vary responsibilities from time to time.

Signature: Date: