

# Position Description

## Senior Library Officer (Programs)

**Name of appointed officer:** Vacant

**Date of appointment:**

**Date of last review of position description:** August 2021

### Salary and conditions

All terms and conditions of employment are consistent with the Local Government (State) Award unless otherwise stated.

Assessed entry level of position within salary system:	Band 3 Level 1
Position limit within salary system: (20 Grade structure)	Grade 8 - Entry to Step 4
Status of position:	Permanent
Hours of work per fortnight:	70

### Organisational relationships

Directorate:	Corporate and Governance
Section:	Cultural, Community and Industry
Team:	Public Libraries
Work base:	Grafton; however this may change should business need identify other work locations to be more appropriate to deliver our services in the future.
Position responsible to:	Regional Librarian
Level of support and supervision:	Low
Level of personal management	High
Level of teamwork required:	High
Supervision of staff:	Indirect supervision of library staff in relation to events and programs; direct supervision of volunteers, casuals and permanent staff working Saturday shifts
Internal contacts:	All staff within Council
External contacts:	General public, other members of the Regional Library, community organisations, library professional networks

### Vision, mission and values

**Our vision:** To make the Clarence Valley a community full of opportunity

**Our mission:** To plan and deliver services valued by the community

**Our values:** the acronym '**STRIVE**' describes the values and behaviours which are considered to be core requirements when we deal with each other and our community



### Purpose of the position

Develop, implement and coordinate programs, events and activities across Clarence Valley Libraries

Develop, prepare and coordinate marketing for Clarence Valley Library programs, events and activities

Liaise and partner with stakeholders in the development of library initiatives in line with CRL Strategic Plan

Provide a professional level of reference and readers advisory customer service to the Clarence Valley community

### Major duties and responsibilities

Develop, implement and coordinate programs, events and activities across Clarence Valley Libraries

Develop, prepare and coordinate marketing and promotional initiatives for Clarence Valley Library programs, events and activities

Develop and manage the library programs budget to maximise effective and efficient service delivery now and into the future

Liaise and partner with stakeholders in the development of library initiatives in line with CRL Strategic Plan

Liaise with other areas in Council to provide an integrated response to identified needs for the current and future community including input to strategic plans and integrated projects/programs for identified target groups

Develop and deliver presentations to both internal and external groups

Plan, develop and deliver library related projects

Manage exhibition space and develop and contribute to displays in Grafton Library

Provide specialist advice and reports on programs and events and activities in relation to current trends in public library service provision

Provide a professional level of reference and readers advisory customer service to all target groups of the Clarence Valley library service

Identify, develop, implement and coordinate training for staff and the public in technology, customer service, Reference and Readers Advice

Develop grant submissions

Collaborate with internal and external stakeholders to support development and efficient delivery of library services in the meet the needs of the Clarence Valley community

Participate in professional library networks and ensure dissemination of current advice and trends amongst library staff.

Undertake administrative responsibilities associated with the position.

Keep abreast of the trends in technological innovation and their application in public libraries in order to provide efficient and effective use of technology as an integral feature of the Library's service to target groups.

Record and maintain library statistics as required by the State Library NSW and Council

### Essential selection criteria

*The selection criteria must be addressed as part of your application. Applicants must meet the essential criteria in order to be considered for interview.*

#### Education and knowledge

Diploma of Library and Information Services (Library Technician Studies) or other qualifications recognised by Australian Library & Information Association; or equivalent relevant industry experience

### Essential selection criteria

#### Licences/tickets, clearances, membership

Current Drivers Licence

Current Child Protection (Working With Children) Check Number or APP Number

#### Experience

Demonstrated experience working in a public library or a community focused environment

Ability to develop and deliver training and presentations

#### Position related skills

Well developed computer literacy in email and internet programs (including the ability to undertake web based searches) and Basic Proficiency in Microsoft Office products

Well developed communication skills (written, verbal and interpersonal)

Demonstrated strong commitment to a customer focused service

#### Work qualities

Behaviour that positively demonstrates commitment to Council's STRIVE values

### Desirable selection criteria

*The following criteria are considered important and demonstrated capacity to meet them will be highly regarded.*

#### Education and knowledge

Degree in library or information related subjects

Certificate IV in Training and Assessment

#### Licences/tickets, clearances, membership

Eligibility for Membership to the Australian Library and Information Association

#### Experience

Demonstrated project management experience related to library services

Demonstrated experience supervising staff or volunteers

Demonstrated grant writing experience

#### Position related skills

Well developed interpersonal skills to enable liaise with a diverse target groups

**Physical requirements of the position**

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Frequent use of computer keyboard

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Frequent bending

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Moderate/heavy loads moved

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Repetitive tasks

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Prolonged sitting

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Prolonged periods of standing

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**Other features of this position may include**

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Standard hours will include Saturday morning work on roster basis

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Required to work at all Libraries and the Regional Library on a rotational basis

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Contact with customers with challenging behaviours

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**Generic performance requirements**

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**Ethics/probity** – act in accordance with the Code of Conduct.

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**Equal employment opportunity** - comply with Council's Equal Employment Opportunity (EEO) Protocol.

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**Health and safety (WHS)** - undertake duties and act at all times in accordance with the WHS Management System.

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**Other duties (outside of specific position requirements)** - under the provisions of the Local Government (State) Award, Council may direct any employee to carry out duties that are believed to be within the employee's skills, qualifications, competence and fitness capabilities, whether or not they are a usual function of the position. Where an employee is required to perform duties associated with a higher position, the **Use of skills** Clause in the Local Government (State) Award will apply.

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**Declaration**

In signing this declaration I acknowledge that I, .....  
have been advised of the requirements, terms and conditions of appointment to this position based on this Position Description.

Signed: ..... Date .....

*Employee*

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