



# Weddin Shire Council

## Position Profile

### POSITION PROFILE

**Position:** Library Officer

**Position No:**

**Version:** New

**Classification:** Grade 9 - 12 TBD

**Employment type:**

- Permanent full-time  
 Permanent part-time  
 Temporary full time  part-time   
 Casual  
 Contract

**Department:**

- Corporate Services  
 Infrastructure Services  
 Environmental Services  
 General Managers

Hours per week  35  38

Other  Specify: \_\_\_\_\_ hpw

**Reports to:**

Director Corporate Services

**Location:**

Grenfell

**Number of staff supervised by this position:**

- Nil  1-3  4-6  
 7-10  11-20  Over 20

### ROLE

Oversee the day to day activities of the Library, ensuring delivery of quality customer and community focused services.

### KEY TASKS FOR THE POSITION

- Ensure Library operations are within budget, work towards compliance with technical standards and statutory requirements.
- Monitor and provide advice to Corporate Services Management on developments in Library Services.
- Ensure compliance, through training provided, networking and research with the Library Act, Local Government Act, and Council's policies/procedures.
- Ensure the efficient maintenance and circulation of library stock.
- Co-ordinate the selection, purchase and cataloguing of stock and equipment.
- Provide effective reader and reference service assistance.
- Promote Library activities through family friendly programs, promotions and a media presence.
- Prepare reports as required and actively seek library grant applications.
- Lead and develop the Library team, adopt a program of continuous improvement in work methods and use of resources.

- Prepare in consultation with the Director Corporate Services the budget, strategies, objectives and performance measures for the Library as part of the Council's Operational Plan. Monitor performance to meet requirements.
- Manage Council's Library computer system in liaison with Council's Internet (IT) Coordinator.
- Carry out any other duties that are within the limits of the employees' skill, competence and training.

### **ROLE SPECIFIC WHS RESPONSIBILITIES**

- Implement Work Health and Safety (WHS) policy, health and safety procedures and legislative requirements;
- Monitor health and safety performance within area of responsibility. Resolve safety issues; improve health and safety, report incidents
- Demonstrate commitment to health and safety through participation in formal and informal discussions, workplace visits and hazard inspections. Consult and team work as necessary, report, address and control hazards.
- Review all accidents/incidents, take required action, and prepare reports as required;
- Ensure all workers including contractors and visitors comply with the requirements of the WHS policy, WHSMS, WHS procedures and legislative requirements;

### **ADDITIONAL REQUIREMENTS:**

Participate on the on call roster:  Yes  No

### **SELECTION CRITERIA**

#### **Essential:**

- Demonstrated experience in a library or similar environment.
- Willingness to complete studies in Information Services/Studies or librarianship, Information Studies or equivalent.
- Demonstrated customer service and supervisory skills.
- Demonstrated experience in managing budgets.
- Information Technology Skills (MS suite of applications and capacity to operate library software).
- Current working with children check (or ability to readily acquire prior to commencement).
- Current NSW Class C Driver's Licence.
- Working knowledge of WHS responsibilities and legislative requirements.

#### **Desirable (i.e. not essential)**

- Tertiary qualifications at Certificate IV or Diploma Level or equivalent, and/or Graduate studies in Information Services/Librarianship or equivalent.
- Membership of the Australian Library and Information Association or equivalent.
- Experience in Local Government.

**Part B**

COMPETENCIES
<b>Minimum (entry) level</b>
<ul style="list-style-type: none"> <li>• Must have 100% of entry level skills.</li> </ul>
Demonstrated experience in a library or similar environment
Tertiary qualifications at Diploma level or equivalent, or significant work experience in a library setting
Demonstrated supervisory skills
Well-developed Information Technology Skills (MS Suite)
Demonstrated Customer Service experience
Current working with children check (or ability to readily acquire prior to commencement).
Current NSW Class C Driver's License or equivalent (Red P's acceptable)
Working knowledge of roles and responsibilities under WHS Legislation
<b>Skill step 1</b>
<ul style="list-style-type: none"> <li>• Must have 100% entry level to qualify for permanent progression to Skill Step 1</li> </ul>
Completion of Councils Employee Induction training
Demonstrated ability to undertake risk assessments
Demonstrated budgetary skills
Demonstrated strategic management skills
Demonstrated ability to increase Library usage and circulation
<b>Skill step 2</b>
<ul style="list-style-type: none"> <li>• Must have 100% of entry level skills + 100% of Skill Step 1</li> </ul>
Demonstrated ability to provide reader and reference services to clients. (Cataloguing Included)
Demonstrated ability to develop, prepare and deliver activities for clients.
Demonstrated report writing skills
Demonstrated ability to develop and initiate Library promotions
Demonstrated grant writing and application skills
<b>Skill step 3</b>
<ul style="list-style-type: none"> <li>• Must have 100% of entry level skills + 100% of skills step 1+2</li> </ul>
To be assessed and determined in consultation with the Director/Manager and subject to approval of the General Manager. Refer Appendix 1



## STEP 3/4 SKILL STEP ASSESSMENT

### Appendix 1

Name: \_\_\_\_\_  
(Please print)

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Each factor is to be rated between 1 and 5: (Please tick ✓)

- 1 - indicates 'does not meet performance requirements'.
- 2 - indicates 'performance requires remedial action'.
- 3 - indicates 'meets performance requirements'.
- 4 - indicates 'an above average level of performance'.
- 5 - indicates 'the employee exceeds performance requirements'.

Role specific criteria	1	2	3	4	5
Attendance <i>Attendance is satisfactory with minimal unexplained absences.</i>					
Co-operation <i>Provides input and assistance to co-workers and actively seeks opportunities to participate within the team environment.</i>					
Initiative <i>Identifies opportunities to improve positional tasks and organisational processes to improve productivity.</i>					
Job knowledge <i>Possesses and displays a competent (or developing) working knowledge of positional requirements.</i>					
Problem solving <i>Displays ability and capacity to solve issues/problems related to positional requirements or within the work group.</i>					
Punctuality <i>Commences duty consistently at or before allocated time. Minimal unexplained absences.</i>					
Quality of work <i>Produces quality work in a consistent, timely and efficient manner.</i>					
Quantity of work <i>Produces quantity of work to meet or exceed positional requirements on a regular basis.</i>					
Work independently <i>Works unsupervised or under limited supervision in a consistent manner to undertake positional requirements.</i>					

A satisfactory assessment shall require the employee being rated at 3 or higher in 7 out of 9 elements.

**FOR MANAGERS/SUPERVISORS ONLY.**

In addition to the above criteria, Managers/Supervisors must also satisfy the following.

**Note:**  
*A Manager/Supervisor is defined as an employee who provides direction and guidance for one (1) or more employee/s on a regular basis.*

Criteria	1	2	3	4	5
Conflict resolution					
Co-ordination of resources					
Decision making					
Information sharing					
Planning					
Staff development					
Team building/mentoring					

A satisfactory assessment shall require the employee being rated at 3 or higher in 6 out of 7 elements.