

POSITION DESCRIPTION

POSITION TITLE	Children’s Services Librarian
DIRECTORATE - SECTION	Community Engagement – Economic & Cultural Services
LEVEL - EBA	5 - Salaried
RESPONSIBLE TO	Community Librarian

OUR VISION

Connected Communities, Valuing Nature and Creating our Future Together.

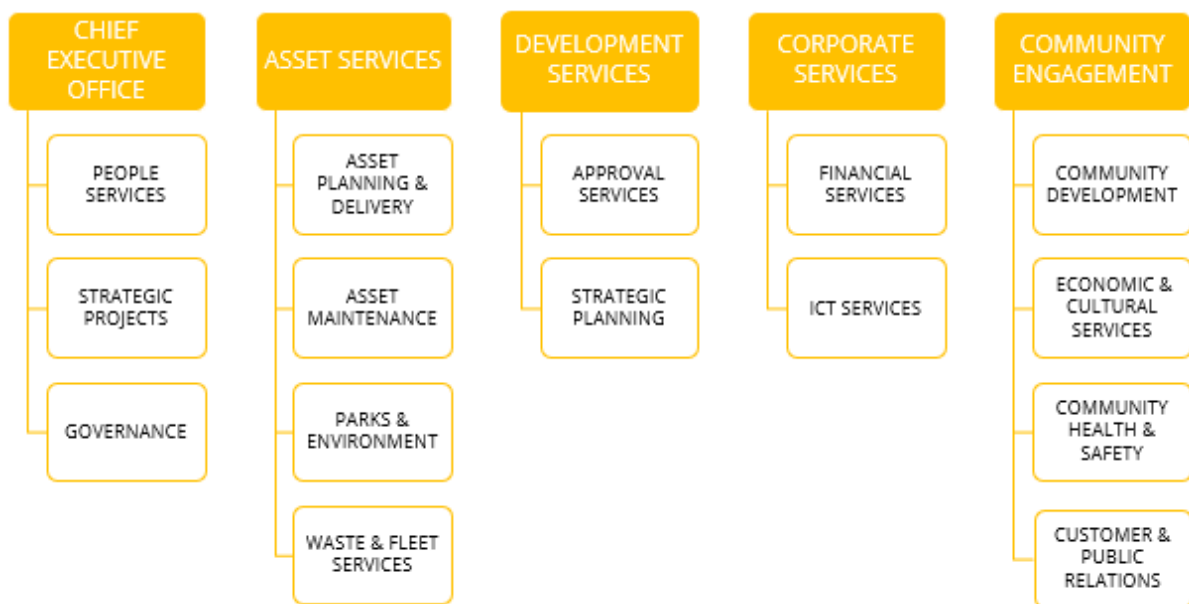
OUR SIMPLE GUIDING PRINCIPLES

Ensure everything we do will make Kalamunda socially, environmentally and economically sustainable.

OUR VALUES

- SERVICE** Provide excellent customer service at all times, through effective listening and understanding, in order to go beyond the commonplace when we serve others.
- PROFESSIONALISM** Maintain professionalism by upholding the corporate image, speaking carefully and acting quickly to ensure others know we are reliable, respectful and competent.
- QUALITY** Uphold quality and show initiative through clear thinking, planning mindfully, acting decisively, measuring carefully and regularly reviewing the goals to be achieved.

ORGANISATIONAL STRUCTURE & FUNCTIONS



THE OVERALL OBJECTIVE OF THIS POSITION

To work in support of and consultation with the Community Librarians and Coordinator of Library Services to promote and deliver a quality public library service in accordance with the Council standards to meet the needs of its residents.

KEY RESULT AREAS

CUSTOMER SERVICE

- Advise and assist customers to locate the information they require, specifically with respect to Children's and Youth collections and services.
- Responsible for the provision of Children's Services, including but not limited to Storytime sessions, Rhymetime sessions, holiday activities and Children's Book Week.
- Assist with circulation desk duties, when required.

LIBRARY RESOURCE MATERIAL

- Assist and advise on the selection of library resource materials, especially in the Young Adult and Junior collections.
- Assist with the de-selection of stock for discard.
- Assist with the cataloguing of new resources as they become available.

LIBRARY ADMINISTRATION

- Co-ordinate the activities performed by volunteers, especially for Books on Wheels.
- Co-ordinate the Books on Wheels program in consultation with Community Librarians and Coordinator of Library Services
- Other duties as required within the scope of the position.

SUPERVISION

- Supervise Library Support Officers under the general direction of the Community Librarian and during the absence of the Community Librarian.

FINANCIAL MANAGEMENT

- Accurate monitoring of budget in regard to purchase of materials for the Junior Collection.

WORKPLACE HEALTH AND SAFETY

- Employees must take reasonable care for their own health and safety and that of others who may be affected by their actions or omissions.
- Comply, so far as they are reasonably able, with any reasonable instruction given by the City to allow the City to comply with WHS laws.
- Cooperate with any reasonable policy or procedure of the City relating to health or safety at the workplace.

WORKPLACE COMPETENCY

Uphold the City's values of Service, Professionalism and Quality and demonstrate behaviours that reflect the organisations values, supports cross functional teams and meets customer and organisational needs.

TRAINING/QUALIFICATION(S)

- Possession of tertiary qualification in Library and/or Information Management.
- Provision of a current Police clearance.
- Current Working with Children Check.

SELECTION CRITERIA

1. Demonstrated ability to ensure high standards of customer services is delivered by all team members.
2. Well-developed interpersonal written and verbal communication and public relation skills.
3. Demonstrated knowledge of public library operations and trends.
4. Proficient in the use of Library Management Systems and Microsoft Office.
5. Proven efficient time management skills.

PHYSICAL REQUIREMENTS

The City welcomes people with a disability to apply for this position. Reasonable workplace accommodations and aids are available as required.

- Ability to use computers to read, analyse and produce written materials.
- Hearing, vision and cognitive abilities required to engage with members of the public/stakeholders and other staff by phone, in person and in writing.
- Able to sit for extended periods of time.
- Cognitive and psychological abilities required to problem solve in a demanding administrative context (guidance for complex problem solving is available).

DIVERSITY

The City of Kalamunda is committed to and values the advantages and benefits that equity, diversity, and inclusion (EDI) brings to all its staff. The City seeks to integrate the principles of EDI throughout the organisation, to enrich our perspective, improve performance, increase community value, and enhance the probability of achievement of our goals and objectives.

DRIVERS LICENCE

1. Possession of a current 'C-A' (Automatic) or 'C' (Manual) class driver's licence allowing the holder to drive legally in Western Australia.

AGILITY

This position description reflects the City's requirements at a point in time and is subject to change. The City may modify this position description at any time, provided the skills, qualifications, competence and training remains within a reasonable range of the original position.

REVIEWED BY: Manager Economic & Cultural Services
DATE PD REVIEWED/APPROVED: 20 July 2023
