



## POSITION DESCRIPTION FORM

File No: PDF-0016401

### POSITION IDENTIFICATION

Title:	Coordinator - Library Services	Level:	Level 8
Service Unit:	Community Development	Award:	Local Government Industry Award 2020
Directorate:	Sustainable Development	Date Effective:	10 July 2017
Reporting to:	Manager Community Development	Date Last Reviewed:	1 December 2023

### PURPOSE OF POSITION

- Develop, implement and coordinate innovative services and quality programs that cater for the diverse interests and demographics of the community within a contemporary public library service.
- Maximise the accessibility of the Shire's public library services in the community through active development and promotion of in-library and online resources.
- Provide leadership and direction to the Library Services team in the delivery of public library services for people who live, work and visit the Shire of Dardanup.

### SUMMARY OF ACCOUNTABILITIES & RESPONSIBILITIES

- Provide innovative solutions to ensure the library service meets contemporary client needs in resource collection, internal design, and online services.
- Provide effective management of the Library Management System, including participation and leadership in the South West Library Consortium.
- Maintain a comprehensive knowledge of developments in current library practice with a focus on public libraries.
- Work in partnership with the local community to support and facilitate local participation and access to public library facilities and services.
- Assist staff in developing improved processes and practices where identified by providing a customer focused and efficient service to the community.
- Ensure the effectiveness of stock control, practices and procedures for sufficient stock rotation and safeguarding of stock.
- Any other duties as directed by the line supervisor / manager.
- Undertake on the job and off the job training as required to develop the necessary knowledge for the position.

## ORGANISATIONAL RELATIONSHIPS

Responsible for: Library Officers

Internal Relationships: All Shire of Dardanup employees and Elected Members.

External Relationships: Federal and State government agencies, other local government authorities, community groups and organisations, private sector stakeholders.

## POSITION DIMENSIONS

Work Location: Eaton Community Library and Dardanup Community Library.

Delegated Authority: As defined by the Chief Executive Officer. Authority to sign purchase orders for supplies and services under delegated authority.

Driving Requirements: C (Car) or CA (Car Automatic) class motor vehicle licence (preferable).

## EXTENT OF AUTHORITY

This position operates under direction of the Manager Community Development within established guidelines, procedures and policies of Council as well as statutory provisions of the Local Government Act and other legislation.

## CORPORATE ACCOUNTABILITIES

- All employees are bound by the requirements of the Local Government Act 1995 to act with integrity, and in a way that shows a proper concern for the public interest;
- Comply with Council's Code of Conduct, management directives and approved policies and procedures.
- Avoid participation in any activities that may represent a conflict of interest with Council transactions and your obligations.
- Maintain obligations described within the Shire's Customer Service Charter.
- Comply with all requirements for capturing corporate information and understand that the Local Government is the owner of all Intellectual Property rights in all documents, materials or other things created or contributed to by the Employee (whether alone or with others) in the course of their employment.
- Exercise discretion and maintain confidentiality in dealing with sensitive and high-level issues.
- Deliver effective use of Shire resources within the level of accountability for this position.
- Ensure your own safety and health at work by undertaking your work duties in a safe and proficient manner. Exercise your duty of care by having thought and regard for others by ensuring that you avoid adversely affecting, the safety or health of any other individual through any of your acts or omissions at work as per Council's WHS policies and Work Health and Safety legislation.
- Employees shall cooperate with the Shire of Dardanup in the carrying out of the obligations imposed on the Shire under Work Health and Safety legislation.
- Monitor work practices, support training and engage with staff and contractors to ensure their ongoing safety and compliance with Work Health and Safety legislation and Council's WHS policies.

## CORPORATE ACCOUNTABILITIES

- Provide an ongoing commitment to risk, emergency management and business continuity principles.
- Employees shall demonstrate the Shire’s Values “Trust, Respect, Accountability, Customer/Community, Excellence & Support” within the workplace.

## VALUES

### Our Values – TRACES

The Shire of Dardanup is building a culture where openness and transparency are the norm; and where we all hold ourselves accountable to deliver excellence for our customers and community.

<b>T</b> RUST	<b>R</b> ESPECT	<b>A</b> CCOUNTABILITY	<b>C</b> USTOMERS & COMMUNITY	<b>E</b> XCELLENCE	<b>S</b> UPPORT
 "We are committed to showing confidence and belief in each other and ensuring we do what we say we will do."	"We are committed to recognising and acknowledging each person's unique contribution." 	 "We are committed to transparency, good governance and accept responsibility for our actions."	"We are committed to providing a positive experience for our customers and our community." 	 "We are committed to being the best we can be within the organisation."	"We are committed to being a true team." 

## SELECTION CRITERIA

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| Essential: | <ol style="list-style-type: none"> <li>1. Demonstrated experience in establishing and delivering contemporary public library services to the community.</li> <li>2. Extensive knowledge and experience with electronic library management systems.</li> <li>3. Ability to accurately analyse, prepare and present data using a range of Microsoft Office programs.</li> <li>4. Proven experience in leading a team and an ability to apply a strategic approach to work.</li> <li>5. Sound research, knowledge gathering and project management skills relating to public library services and programs.</li> <li>6. Demonstrated public relations and interpersonal skills in a customer based environment with an ability to influence, negotiate and resolve conflict.</li> <li>7. Hold or be well advanced in tertiary studies in Library &amp; Information Services.</li> </ol> |
| Desirable: | <ol style="list-style-type: none"> <li>1. Recognised qualification conferring eligibility for membership of the Australian Library &amp; Information Association.</li> </ol>   |