

## POSITION DESCRIPTION

<b>Position Title:</b>	Dubbo Libraries Coordinator (Dubbo & Wellington)	<b>Position Code:</b>	DLC
<b>Division:</b>	Community & Recreation (Macquarie Regional Library)	<b>Grade:</b>	I
<b>Location:</b>	Dubbo	<b>Hours/Week:</b>	35
		<b>Reports to:</b>	Manager Macquarie Regional Library
<b>No. Direct Reports:</b>	4	<b>No. Indirect Reports</b>	6 positions (7 staff)

### Primary Purpose of Position

The position is responsible for the strategic planning and development of innovative library and information services and collections. The position delivers high quality and effective services in accordance with identified plans, policies, and procedures. The position is responsible for staff management, administration, and day-to-day functions. As part of the library leadership team, the role proactively contributes to the strategic direction of the Dubbo Libraries

### Key Accountabilities / Duties

Key Result Area	Primary Activities/Measures
Library Services and Customer Experience	<ul style="list-style-type: none"> <li>Deliver excellence in customer service experiences and regularly review and evaluate branch programs, plans, activities and library collections.</li> <li>Provide leadership in the development and delivery of high quality services that increase reading, knowledge and digital literacy outcomes.</li> <li>Review and evaluate library services and collections.</li> <li>Ensure community focused programs, events and projects are planned, managed and delivered in accordance with scheduled timeframes.</li> </ul>
Strategic Planning & Leadership	<ul style="list-style-type: none"> <li>Ensure a well-developed understanding of local and community needs.</li> <li>Review Council's Community Strategic Plan and formulate library strategies and services that are relevant and customer focused.</li> <li>Provide high-level input into the preparation of the Strategic Plan, Delivery Program, Budget and Revenue Policy.</li> <li>Proactively contribute to the strategic development of the library service.</li> <li>Investigate and report on changing trends in services and technologies and how they can be incorporated in MRL's service delivery.</li> <li>Ensure the section's objectives are achieved within budget.</li> <li>Identify grant and other income opportunities and produce applications for funding.</li> <li>Submit clear and concise reports in relation to key performance indicators.</li> <li>Model, promote and support leadership, decision making and problem solving through planning, coaching and developing staff potential.</li> </ul>

### Key Accountabilities / Duties

	<ul style="list-style-type: none"> <li>• Build and effectively lead a pro-active, co-operative and high performing team.</li> <li>• Coordinate and participate in the training and learning opportunities for staff.</li> <li>• Act as MRL Library Manager and undertake other duties as requested.</li> </ul>
Stakeholder and Community Engagement	<ul style="list-style-type: none"> <li>• Develop and maintain stakeholder relationships within Council, community organisations, agencies and groups including formal and informal education providers.</li> </ul>
Marketing and Promotion	<ul style="list-style-type: none"> <li>• Contribute to the development of the Marketing and Promotional Plan.</li> <li>• Implement, monitor and report on the Dubbo Libraries component of the Marketing and Promotion Plan.</li> <li>• Proactively manage media opportunities in accordance with Council policy.</li> </ul>
Operational Responsibilities	<ul style="list-style-type: none"> <li>• Supervise all aspects of the branch libraries operations.</li> <li>• Coordinator day-to-day rosters and processes in accordance with guidelines.</li> <li>• Respond to technology needs relevant to customer services.</li> <li>• Participate in frontline services via the roster at the branch libraries.</li> <li>• Maintain policies and procedure manuals.</li> <li>• Ensure timely and accurate collection of relevant statistics.</li> <li>• Responsible for daily cash management.</li> <li>• Monitor libraries budget, approve invoices, process petty cash, etc.</li> <li>• Coordinate trade, security and maintenance activities for the library buildings as required and in accordance with policies and procedures.</li> </ul>

### Inherent Requirements of the Position

- The position is part of a seven day circulation desk roster which includes working Saturdays and Sundays on a rotational basis
- Class C Drivers Licence
- Working With Children Check
- Current First Aid Certificate
- This position requires a pre-employment health assessment.
- A large majority of this role is customer service based at the circulation desk, using computers/electronic systems, thus an inherent requirement of this position is the ability to complete sustained periods of work standing or sitting at a desk utilising computers/electronic systems or other office based equipment.
- This position is required to wear a MRL identification badge when working in an MRL libraries/service point and at public events.
- This position operates from the MRL Dubbo office and requires travel to Wellington Branch Library as required by the position.

## Selection Criteria

### Essential

1. Degree in Library and Information Science with eligibility for professional membership of the Australian Library and Information Association (ALIA).
2. Extensive experience in developing and delivering high quality library & information services, preferably, in a public library environment.
3. Demonstrated experience in leading and motivating teams to achieve organisational outcomes and goals.
4. Extensive experience in monitoring and evaluating library collections and service delivery.
5. Demonstrated commitment to continuous improvement and leading initiatives that add value and improve and enhance services, processes and practices.
6. Well-developed knowledge and understanding of current and emerging issues and trends in public libraries.
7. Excellent written and verbal communication skills with experience in report writing and presentation skills.

### Desirable

8. Demonstrated experience in Library Management Systems and excellent computer and keyboard skills.

## Organisation Wide Accountabilities

Corporate Values	<p><b>All employees have a responsibility to uphold the values of the Administering Council, Dubbo Regional Council (DRC), which also apply to the Macquarie Regional Library Service (MRL) being:</b></p> <ul style="list-style-type: none"> <li>• Customer focused: We are passionate about serving our community and creating a great place to live</li> <li>• Integrity: We act with integrity and professionalism and we are accountable to deliver the results we promise</li> <li>• One team:</li> <li>• We work as one team and partner with others to deliver more than we can achieve alone</li> </ul>
Work Health and Safety	<p>All employees are responsible for the Work Health and Safety (WHS) for Dubbo Regional Council and their duties include:</p> <ul style="list-style-type: none"> <li>• Complying with Council's WHS policies and procedures</li> <li>• Working with due diligence and consideration to safeguard their own health and safety and the health and safety of others</li> <li>• Reporting any potential hazards, incidents or injuries to their Supervisor or Human Resource Services within 48 hours</li> <li>• Participating in any WHS consultation arrangements</li> <li>• Complying with any Return to Work Plan if injured and supporting rehabilitation in the workplace</li> <li>• Correctly using all personal protective equipment</li> <li>• Complying with emergency and evacuation procedures and site rules if applicable</li> </ul>

	<ul style="list-style-type: none"> <li>The Chief Executive Officer, Directors (Officers), Managers and On-Site Supervisors have additional responsibilities as defined in the Dubbo Regional Council Work Health and Safety and Consultation Policy</li> </ul>
Sustainability	Staff will give equal priority to improving and enhancing Council's economic, social and environmental outcomes by integrating sustainability into all decision making processes. This includes continuously increasing efficiencies, reducing resource use, sustainable procurement, maintaining service levels and protecting our natural assets. It is expected that all staff can demonstrate awareness and participation in sustainable work practices.
Code of Conduct and Equal Employment Opportunity	<p>Staff will, at all times, adhere to:</p> <ul style="list-style-type: none"> <li>Council's adopted Code of Conduct.</li> <li>Council's Anti-Discrimination, Harassment and Equal Employment Opportunity Policy to foster a fair and equitable workplace free of illegal discrimination, harassment and bullying behaviour.</li> </ul>

#### Acceptance:

I, \_\_\_\_\_ confirm I have read and understood the Position Description. As the incumbent of this position, I agree to work in accordance with the requirements of the position and will abide by Dubbo Regional Council's policies and procedures.

I understand this Position Description is designed to guide the responsibilities and activities to be undertaken in this position and is not intended to be an exhaustive list. I acknowledge that the organisation, in response to changing priorities, may vary tasks and responsibilities from time to time.

Signature:

Date: