

## POSITION DESCRIPTION

<b>Position Title:</b>	Library Services and Collections Technician	<b>Position Code:</b>	LSCT
<b>Division:</b>	Community and Recreation (Macquarie Regional Library)	<b>Grade:</b>	F
<b>Location:</b>	Dubbo	<b>Hours/Week:</b>	35
<b>Financial Delegations:</b>	Nil	<b>Reports to:</b>	Regional Library Services and Collections Coordinator
<b>No. Direct Reports:</b>	Nil	<b>No. Indirect Reports</b>	Nil

### Primary Purpose of Position

This position supports the development of library and information services and collections that enhance community engagement, lifelong learning and cultural aspirations. The position is responsible for planning and developing innovative programmes for a range of identified customer and client groups.

### Key Accountabilities / Duties

Key Result Area	Primary Activities/Measures
Provide support to branch libraries in the development and delivery of library services and programs.	<ul style="list-style-type: none"> <li>Actively contribute to the development of effective library and information services, programs and events.</li> <li>Assist in the planning activities and resource development of library services, programs and events.</li> <li>Undertake circulation desk duties on a rostered basis.</li> </ul>
Support the development and delivery of relevant customer focused collections, policies and processes.	<ul style="list-style-type: none"> <li>Assist in the selection, withdrawal and transfer of library collections in all formats.</li> <li>Assist in monitoring the performance of library collections through statistics and customer survey results.</li> <li>Assist in the cataloguing of donated materials.</li> </ul>
Support the development and delivery of library services for children and young people.	<ul style="list-style-type: none"> <li>Undertake planning, resource development, promotion and evaluation of services and outreach programs.</li> <li>Identify current trends, plan and implement programs across the service area that are relevant to the community.</li> <li>Identify, plan and implement digital literacy learning and engagement strategies, programs and activities.</li> <li>Provide train-the-trainer sessions to staff and build capacity in the delivery of digital literacy programs.</li> <li>Develop training resources including programs, kits and plans for literacy programs.</li> <li>Contribute to the annual review of programs and services.</li> </ul>

<b>Key Accountabilities / Duties</b>	
Document Delivery Service	<ul style="list-style-type: none"> <li>• Utilise Libraries Australia National Bibliographic database and other databases in locating resources for customers and clients.</li> <li>• Ensure the effective delivery of the Document Delivery Service across the MRL service area.</li> </ul>
Marketing and Promotion	<ul style="list-style-type: none"> <li>• Promote library services, programs and activities to meet the needs and expectations of the MRL communities.</li> <li>• Develop resources and materials in conjunction with the Marketing and Promotions Officer to promote services across the MRL communities</li> <li>• Contribute to the annual Marketing and Promotion Plan.</li> </ul>
Teamwork	<ul style="list-style-type: none"> <li>• Actively contribute to an effective and productive team.</li> <li>• Assist with other duties and tasks as requested.</li> <li>• Proactively seek professional development opportunities.</li> </ul>

### **Inherent Requirements of the Position**

- Class C Drivers Licence
- Current First Aid Certificate
- Working with Children Check
- This position requires a pre-employment health assessment
- The majority of this role is undertaken within an office environment, using computers/electronic systems, thus an inherent requirement of the position is the ability to complete sustained periods of work sitting at a desk and utilising computers/electronic systems and other office based equipment
- This position is required to wear a MRL identification badge when working in a MRL Branch/Service Point or at public events.
- The position works on Saturdays and Sundays on a rotational basis as required by the position.

### **Selection Criteria**

#### **Essential**

1. Diploma in Library and Information Services recognised by the Australian Library and Information Association (ALIA)
2. Demonstrated experience in developing community focused library services and programmes.
3. Demonstrated knowledge of literacy and digital program development.
4. Demonstrated interest and knowledge of literature for children and young people.
5. Well-developed oral and written communication skills.
6. Demonstrated ability to work in a small team environment.

#### **Desirable**

7. Experience in developing and implementing staff training programs.

### 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: 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> <li>• The CEO, 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	<p>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.</p>
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: