

Position Description



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|----------------------------------|----|-------------------------------------|-----------|-------------|-----------|
| POSITION TITLE | | IT Librarian | | | |
| REFERENCE/POSITION NUMBER | | LIB0031 | | | |
| DEPARTMENT | | Environmental Services | | | |
| ACCOUNTABLE TO | | Manager Library Services | | | |
| SUPERVISOR | | Manager Library Services | | | |
| DIRECTLY SUPERVISES | | None | | | |
| INDIRECTLY SUPERVISES | | None | | | |
| VOLUNTEERS SUPERVISED | | Teach-Connect Program – as required | | | |
| GRADE | 12 | STATUS | Permanent | TYPE | Part time |
| HOURS | 30 | LOCATION | | Library | |
| MOBILE PHONE | No | LAPTOP | | No | |
| VEHICLE | | Operational use only | | | |
| LAST UPDATED | | 7/06/2019 | | | |



RESPECT

We treat others as we expect to be treated - in a fair and professional manner.



INNOVATION

We champion change in order to provide superior services to our community.



INTEGRITY

We are open, honest and ethical in our behaviours - at all times.



TEAMWORK

We are one team - working together with trust and commitment to achieve shared goals.



EXCELLENCE

We aspire to be the best - in everything we do.

ONE COUNCIL, ONE TEAM. THE RIITE WAY

OBJECTIVES

- To assist in providing an effective and efficient library service to the community.
- To provide effective computer systems for the Library, and IT support for public and staff.
- To assist in the promotion of the library and its services.
- To protect and promote the image of Council as an effective and courteous organisation.

SELECTION CRITERIA

ESSENTIAL

- Qualifications in Library, Information studies or those recognised by Australian Library and Information Association.
- Class C Driver's Licence.
- Ability to develop and support programs that foster IT literacy across all demographic and ages
- Ability to analyse, diagnose and provide solutions for computer (hardware and software) related problems.
- Experience in providing technical support and end user support.
- Proficiency with MS Office and relevant library programs.
- Customer service skills with the ability to communicate effectively with people of all ages and backgrounds.
- Experience using CMS and Social Media platforms.
- Ability to work well in a team and/or independently.
- Ability to Investigate and implement an IT program to establish IT lifelong literacy.

DESIRABLE

- Experience working in a public Library or knowledge of Library legislation and copyright law.
- First Aid Certificate.

DUTIES

- Maintain computers, printers and other appropriate hardware for Library and Family History Centre in consultation with IT staff.
- Install, maintain and update computer applications and local network software for Library and Family History Centre in consultation with IT staff.
- Manage the Libero library management system at Kiama and Gerringong. Attend User Group meetings as necessary. Write and run Crystal and Libero reports.
- Liaise with Kiama Council IT, Shoalhaven IT, South Coast Co-operative and Libero personnel, as well as IT suppliers and consultants.
- Provide computer support, documentation and training for Library and Family History Centre staff.
- Investigate and implement suitable IT programs and activities that encourage the development of IT literacy skills.
- Assist and train public in using software applications provided in the Library and Library e-resource platforms and IT program eg. Tech Connect in consultation with IT staff.
- Contribute to the planning and acquisition of computer systems and software.
- Recommend computer hardware, IT, photocopier and other equipment supplies in consultation with Library Manager and Council IT staff.
- Develop IT policies and procedures for Library and Family History Centre.

CORPORATE RESPONSIBILITIES

RESPECT AND DIGNITY

All employees are required to:

- Promote respect for others and fairness and equity, acting in accordance with principles of EEO and Anti-Discrimination
- Demonstrate respect for others and contribute to a positive work environment
- Take appropriate action to prevent bullying, harassment and discrimination of others
- Identify and minimise exposure to risk for self and others

INTEGRITY

All employees are required to:

- Comply with the Code of Conduct and all relevant legislative requirements, Council plans, protocols, policies and procedures
- Work within budget and time constraints to optimise outcomes while balancing resource requirements
- Apply policies, protocols and guidelines equitably and without personal bias
- Model Council's Values
- Use and protect Council's information, resources, equipment and systems in accordance with relevant protocols, policies and legislation

INNOVATION

All employees are required to:

- Identify and, in consultation with their supervisor, initiate opportunities for improvements in processes and service and waste minimisation
- Seek to understand and embrace relevant best practice and industry trends relevant to own work area
- Participate in ongoing learning and embrace relevant technology and change

TEAMWORK

All employees are required to:

- Actively share information, knowledge and skills with others to optimise organisational performance
- Take interest in and provide feedback on corporate initiatives
- Work positively and proactively with others, and to the best of your ability, to deliver organisational outcomes
- Provide support and advice, to others, in own area of expertise

EXCELLENCE

All employees are required to:

- Meet or exceed functional responsibilities and service level agreements described in position description and operational plans
- Support and use contemporary frameworks designed to optimise systems and processes
- Demonstrate an understanding of the needs of internal and external customers, as relevant to the role, anticipating and meeting their needs with the parameters of Council requirements
- Ensure current competence and relevant accreditation/licencing
- Follow safe and ethical practices to minimise risk to self and others
- Actively participate in relevant training and seek opportunities for ongoing learning as applicable
- Report incidents, illnesses and injuries immediately and take appropriate follow-up action if required

WORK, HEALTH AND SAFETY AND EQUAL EMPLOYMENT OPPORTUNITY RESPONSIBILITIES

In addition to the overall corporate responsibilities listed above and the statements below, you are required to perform your duties in accordance with this Position Description, Council's Code of Conduct, policies, protocols and procedures.

Work Health and Safety (WHS)

- Follow safe practices/procedures to perform your duties in a manner, so as not to put yourself or others at risk of harm
- Participate in development of safe work methods and risk assessments with your supervisor when required
- Actively participate in WHS inductions and training when required
- Wear personal protective equipment (PPE) in the prescribed manner and when specified
- Participate in workplace inspections if required
- Take care of any plant or equipment of any kind, including computer and other telecommunication devices
- Participate in emergency preparedness training, including any required knowledge for business continuity plans
- Report all hazards, near misses and damage to Council's property to the responsible Manager

Certificates of Competency / Licences

- Where required for the position, either by legislation or through Council's policies, protocols and procedures, maintain all certificates, licences, operative training etc for the group, and advise the responsible Manager of any change to these, including vehicle licences.

Injury Management

- Report all injuries/illnesses to the responsible Manager immediately
- If injured at work, actively cooperate and participate to comply with obligations imposed under injury management and return-to-work plans where applicable

Risk Management

- Report any potential public liability and professional indemnity exposures in your workplace to the responsible Manager

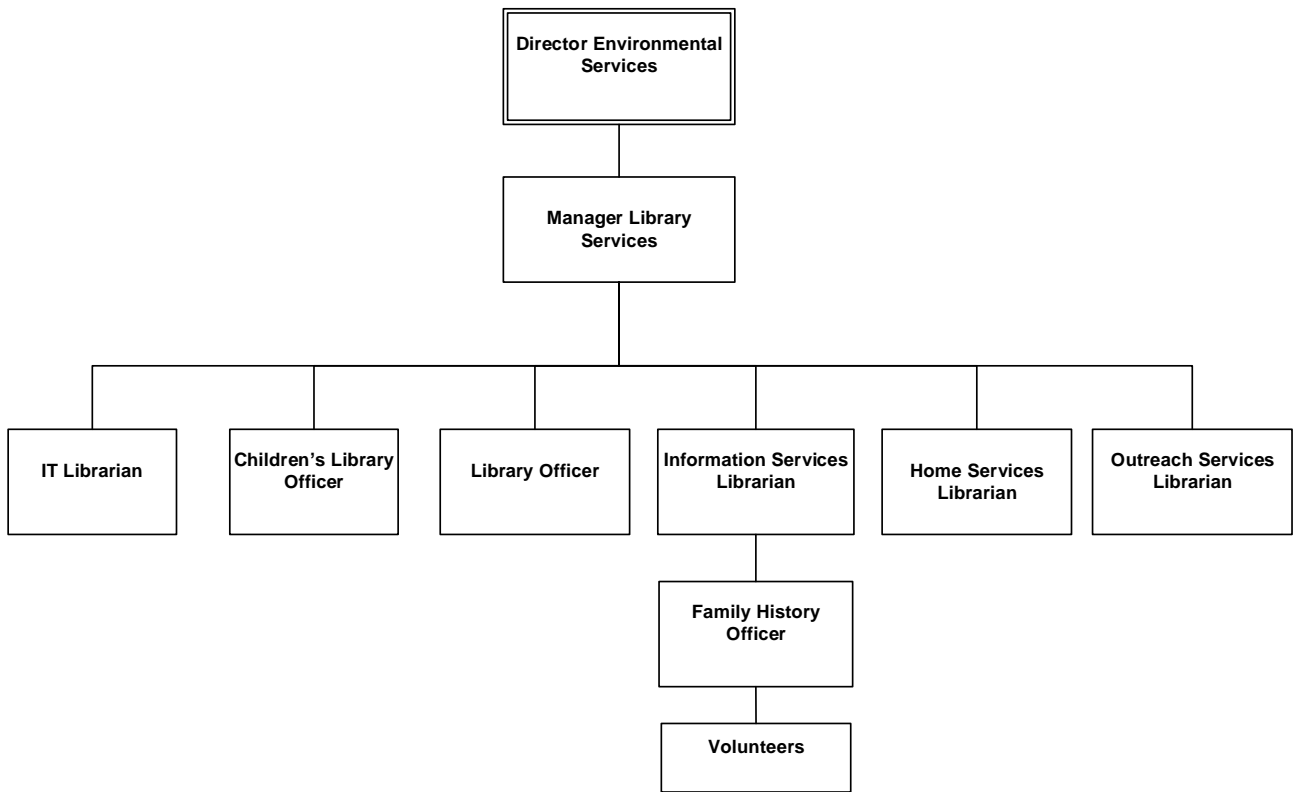
Equal Employment Opportunity (EEO)

- Work to the best of your ability and provide quality service to customers
- Recognise the skills and talent of other staff members
- Act to prevent bullying, harassment and discrimination against others in your workplace
- Respect differences among your colleagues and customers such as cultural and social diversity
- Treat people fairly - don't discriminate against, bully or harass them
- Work in keeping with the Kiama Municipal Council's EEO management plan and other EEO policies

| DELEGATIONS | |
|---|---|
| FINANCIAL DELEGATION: | Nil |
| RESPONSIBILITY DELEGATION: | Act in accordance with Instrument of Delegation |
| NO OF CONTRACTS MANAGED: | None |
| ANNUAL VALUE OF CONTRACTS MANAGED: | None |
| CONTROL AND MANAGEMENT OF EXPENDITURE PER ANNUM: | No responsibility |
| BUDGET DEVELOPMENT: | None |

| CONDITIONS OF EMPLOYMENT | | |
|-------------------------------------|---|-----|
| AWARD/AGREEMENT | Local Government (State) Award | |
| PROTOCOLS: | Employees are to comply with Council's Code of Conduct and Council protocols at all times. | |
| PRE-EMPLOYMENT REQUIREMENTS: | <ul style="list-style-type: none"> Physical and mental capability to perform the inherent requirements of the position | |
| | <ul style="list-style-type: none"> Proof of ability to legally work in Australia | |
| | <ul style="list-style-type: none"> Pre-employment screening to Australian Standards in Employment Screening. | |
| | <ul style="list-style-type: none"> Criminal record check | Yes |
| | <ul style="list-style-type: none"> Pre-employment medical | Yes |
| | <ul style="list-style-type: none"> Working with children check | Yes |

REPORTING RELATIONSHIPS



I have read the above position description for my role; I accept the responsibility for achieving the above duties and understand that I am accountable for their achievement.

Employee Signature:

Date: Drop down for date