# POSITION DESCRIPTION

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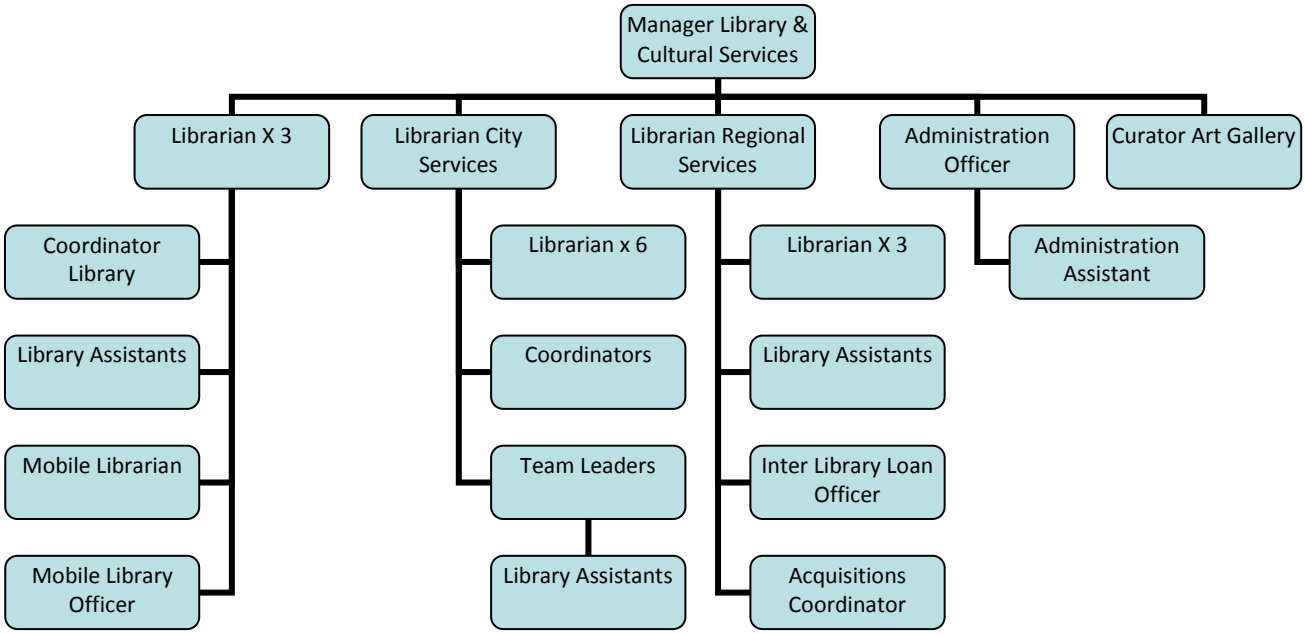
| **POSITION TITLE:** | Librarian |
| **DATE:** | February 2012 |
| **DEPARTMENT:** | Environment & Community Services |
| **BRANCH:** | Library & Cultural Services |
| **SECTION:** | Regional Services |
| **CLASSIFICATION:** | Level 5 |
| **AWARD:** | Queensland Local Government Officers' Award, 1998 |
| **STREAM:** | Community and Environmental Services |

## OBJECTIVE OF THE POSITION – *WHAT YOU WILL DO*

The Librarian performs a variety of activities in the selection and application of principles, techniques and methods within a Library.

## ORGANISATIONAL CHART AND DELEGATIONS – *WHO YOU WILL WORK WITH*




The Financial Delegation of this position is as per the Delegations Register.

## KEY ACCOUNTABILITIES – *THE WORK YOU WILL DO*

1. Plan and implement library and electronic services within the relevant work area.
2. Design and coordinate services within the relevant work area.
3. Perform a range of functions within the section requiring a high level of knowledge and skills.
4. Supervise a work area and ensure service standards are being met.
5. Provide excellent customer service to internal and external customers by responding to customer enquiries in a helpful and courteous manner.

## ABILITIES, SKILLS AND KNOWLEDGE – *WHAT YOU ARE REQUIRED TO HAVE*

1. Excellent organisational skills with the ability to apply a high level of knowledge and skills to achieve results in line with department goals.
2. Demonstrated ability in establishing sectional/departmental programs and procedures.
3. The ability to provide expert advice to fellow employees.
4. Demonstrated time management skills including the ability to set project priorities and establish function / project outcomes to achieve set and agreed departmental goals.
5. Excellent level of oral and written communication and interpersonal skills with the ability to liaise with a variety of internal and external stakeholders.
6. Excellent customer service skills with the ability to provide accurate timely advice in a helpful and supportive manner.
7. Demonstrated skills in the operation of computer applications.
8. Knowledge of departmental programs, policies and procedures.
9. Demonstrated knowledge of the role of Council's structure and service.
10. The ability to ensure all work is performed to meet safety legislative requirements and responsibilities of Council. This includes complying with all workplace instructions and procedures, using protective equipment provided and not placing any peoples' safety at risk by your actions.
11. Ability to effectively lead, motivate, administer and manage a team to meet agreed performance and service standards.

## QUALIFICATIONS, EDUCATION AND LICENCES – *WHAT YOU ARE REQUIRED TO HOLD*

Mandatory

1. Tertiary qualifications in Information Technology, Computer Science, or related field from a recognised educational institution, with extensive experience, or a combination of extensive experience, expertise and competence.
2. Possession of a current "C" Class Driver's Licence.

Desirable

1. Degree in Librarianship from a recognised University with relevant experience.
2. Eligible for Associate Membership of the Australian Library and Information Association.

## ADDITIONAL POSITION REQUIREMENTS – *WHAT YOU MUST AGREE TO*

Employees must

1. Be willing to work flexible hours to meet the requirements of the position
2. Be willing to work at any location within Toowoomba Regional Council subject to organisational requirements
3. Participate in Council's training and development programs
4. Participate in the Annual Planning Performance and Review process
5. Agree to act within the requirements of Council's policies
6. Act in accordance with the *Local Government Act 2009* and the provisions of Council's Code of Conduct
7. Abide by Council's values for serving the community ie: responsive customer service; integrity and impartiality; openness and accountability; and equity
8. Abide by Council's OH&S policies, procedures and safety instructions; wear the protective clothing and equipment when provided; and maintain all necessary licenses/professional/trade memberships associated with the work you will be carrying out to ensure your own health and safety and that of others within the workplace
9. Be mindful and report all instances of environmental harm, which may be caused or discovered in carrying out their duties. Employees working on an Environmentally Relevant Activity Site are bound by the provisions of the Environmental Management System
10. Be willing to obtain a 'Suitability Card' to enable staff to work with people under eighteen (18) years of age if required
11. Agree to undertake a medical assessment by Council's medical practitioner if required and to be medically fit and physically capable of meeting the requirements of the position
12. Agree to Council conducting a Criminal History Check.

## APPROVAL

SIGNATURE OF MANAGER _____ DATE _____

SIGNATURE OF EMPLOYEE _____ DATE _____



TOOWOOMBA REGIONAL COUNCIL