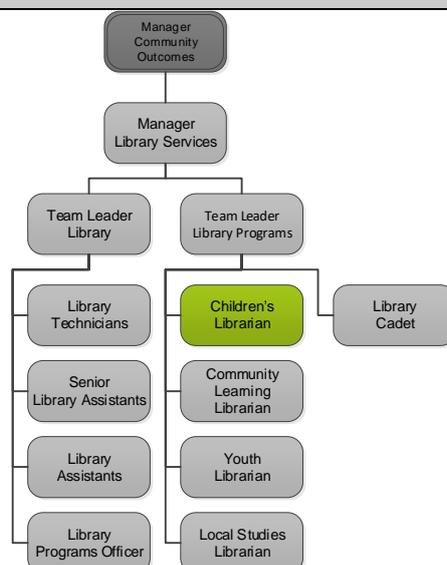


POSITION DESCRIPTION

Position Title	Children's Librarian
Position Number	26174
Division	Sport, Community & Activation
Branch	Community Outcomes
Grade	12
Special Requirements	<p>Ability to work flexible hours, including nights and weekends as per roster</p> <p>Drivers Licence</p> <p>Working With Children Check</p> <p><i>This position has been identified as "child-related employment" under the Commission for Children and Young People Act 1998. Relevant criminal history and apprehended violence order checks, structured referee reports and prior employment checks, including relevant disciplinary proceedings, will be conducted on recommended applicants.</i></p> <p><i>It is an offence under the Commission for Children and Young People Act 1998 for a person convicted or found guilty of a serious offence against children (whether in NSW or elsewhere) to apply for this position. As an applicant for child-related employment you will be required to consent to a background check and disclose whether you are a prohibited person, that is, someone found guilty of a serious offence against children. This includes any person registrable under the Child Protection (Offender's Registration) Act 2000.</i></p>
Physical and Environmental Demands	Manual Handling
Authorities	As applicable and as delegated by the General Manager
Key Direction/s	An Enriched and Connected Community

Reporting Structure



Position Purpose
To assist in the delivery of a high-quality library service in a dynamic and fast growing community
Key Result Areas
<ul style="list-style-type: none"> • Community Learning & Engagement - Children's services • Library Service • Customer Service • Corporate Core Values
Key Duties & Responsibilities
<p>Community Learning & Engagement - Children's services</p> <ul style="list-style-type: none"> • To meet the current and future needs and aspirations of all members of the community through a focused and effectively targeted service • Assess, develop, profile and maintain collections appropriate for children • Promote and provide access to a diverse range of materials in a number of formats • Develop and deliver innovative and inclusive technology, recreation and education programs for children and families • Raise awareness amongst children, families and schools about resources and services available to them through the library and online • Develop and foster partnerships and networks with other Council departments, children's agencies, community groups and schools, and external organisations including service providers and vendors • Prepare, develop and review policies relating to the delivery of Children's Library services and programs • Develop and implement a program of displays and events that reflect children • Pursue alternate sources of funding • Identify, develop and train staff in Children's resources, readers advisory and services • Ensures effective, efficient and consistent Children's Library outcomes are achieved • Advise Team Leader Library Programs and Manager Library Services on Children's Library Services issues • Report on the Children's Library section and compile statistical information as required • Keep abreast of innovations in Children's Librarianship and changes in school curriculum • Act in accordance with Council's Fraud and Corruption Prevention Policy and Plan at all times as Council will not tolerate fraudulent or corrupt practices by its own staff, contractors or others working for Council. <p>Library Service</p> <ul style="list-style-type: none"> • Assists clients with face to face, email and telephone enquiries covering all facets of Lending and Information Services including reader's advisory, reference and circulation enquiries • Operates circulation functions including circulation of materials, cash/fine collection and reconciliation, notice processing and shelving • Complete monthly reports in an efficient and timely manner • Monitor budget within area of responsibility and take action where concerns identified • Promote and market the Library Services and resources through the community and online social networking • Ensure legislative and regulatory requirements are met • Other relevant duties which may be required by Library Team Leaders or Manager from time to time <p>Customer Service</p> <ul style="list-style-type: none"> • Demonstrate a strong customer focus which is accurate, responsive, timely and courteous

<p>Corporate Core Values</p> <ul style="list-style-type: none"> Continuously display Councils Corporate Core Values of Leadership, Innovation, Partnership, Commitment, Customer Focus and Safety.
<p>WHS Responsibility</p> <ul style="list-style-type: none"> Implement, monitor and, or comply with Councils WHS Management System, including but not limited to WHS Policies, Standard Operating Procedures, Risk Assessments/Work instructions and associated systems tools in their relevant work area
<p>Risk Management Responsibilities</p> <ul style="list-style-type: none"> To act at all times in a manner which does not place at risk the health and safety of anyone in the workplace. Responsible and accountable for taking practical steps to minimise Council's exposure to risks in so far as is reasonably practicable Must be aware of operational and business risks. Particularly: <ul style="list-style-type: none"> understand and adhere to the principles of Risk Management within their job role; assist Managers and Team Leaders in identifying risks and risk treatments in their job role; provide input into various risk management activities; report all emerging risks, issues and incidents to their manager or appropriate officer; and follow Council policies and procedures.
<p>Essential and Desirable Criteria</p>
<p>Essential</p> <ul style="list-style-type: none"> Tertiary qualifications (Degree or Graduate Diploma) in Library and Information Science or equivalent, and/or Education Proven ability to develop and coordinate programs for children and knowledge of child development Demonstrated knowledge of literacy/numeracy in early education and of the NSW Primary curriculum requirements Experience in the use of library systems and information technology including social networking technologies General knowledge of library policies, practices and relevant legislation Demonstrated ability to provide quality customer service and conduct customer service shift supervision Ability to work as part of a team with the ability to adapt to a changing environment including new technologies Highly developed communication and interpersonal skills Ability to effectively organise workloads and prioritise workloads Demonstrated ability to apply EEO and WH&S and ethical practices principles
<p>Desirable</p> <ul style="list-style-type: none"> Eligible for professional membership of ALIA Experience delivering children's services in public libraries Grant writing experience

Prepared By	Manager Library Services
Date Prepared	January 2022
<p>I have read and understand the contents of the position description for my role and agree to work in accordance with the requirements of the position.</p> <p>I understand that this position description may change with organisational requirements and the tasks and responsibilities outlined in the position description may vary from time to time.</p>	
Employee Name:	
Employee Signature:	
Date:	