

POSITION DESCRIPTION

Position Title	Community Learning Librarian
Position Number	26178
Division	Sport, Community & Activation
Branch	Community Outcomes
Grade	12
Special Requirements	Ability to work flexible hours and locations, including nights and weekends as per roster
Physical and Environmental Demands	Manual Handling
Reports To	Manager Library Services
Authorities	As applicable and as delegated by the General Manager
Key Direction/s	An Enriched and Connected Community
Position Purpose	
To deliver quality community engagement and innovative and inclusive learning programs to the community	
Key Result Areas	
<ul style="list-style-type: none"> • Community Learning & Engagement. • Library and Customer Services. • Corporate Core Values 	
Key Duties & Responsibilities	
<p>Community Learning & Engagement</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 • Develop, deliver and evaluate technology, recreation and education programs for the community • Raise awareness amongst the community and businesses about the resources and services available to them through Camden Libraries' learning spaces and online • Develop and foster partnerships and networks with community organisations including schools • Prepare, develop and review policies relating to the delivery of innovative and inclusive programs in the community • Provide a high-quality customer focused service 	

- Pursue alternate sources of funding
- Develop and update online promotion of the community programs available
- Identify, develop and train staff in community learning and engagement
- Advise Team Leader Library Programs and Library Manager on community learning issues
- Compile monthly reports on the community learning programs in an efficient and timely manner
- Keep abreast of innovations in community learning

Library and Customer Services

- 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
- Conducts circulation functions including circulation of materials, library fees collection and reconciliation, notice processing and shelving
- Demonstrate a strong customer focus which is accurate, responsive, timely and courteous
- Identify, develop and train staff in reference and information services
- 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

Corporate Core Values

- Continuously display Councils Corporate Core Values of Leadership, Innovation, Partnership, Commitment, Customer Focus and Safety.

WHS Responsibility

- 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

Risk Management Responsibilities

- 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:
 - 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.

Essential and Desirable Criteria

Essential

- Tertiary level qualifications (Degree or Graduate Diploma) in Library and Information Science or related area / and/or proven work experience in libraries or a related area
- Current high level digital literacy skills, with the confidence to support customers with diverse technology including online and virtual collections and services, across multiple devices, platforms, apps and software
- Demonstrated experience in the promotion, marketing and delivery of library and/or community engagement and learning programs
- Demonstrated communication and organisational skills

<ul style="list-style-type: none"> • Ability to work as part of a team environment • Demonstrated ability to apply EEO and WHS principles • Ability to adapt to a changing environment including new technologies • Current Drivers Licence and Working with Children Check 	
<p>Desirable</p> <ul style="list-style-type: none"> • Knowledge of library practices and current trends in libraries • Knowledge and experience using online informational databases and developing and implementing training programs • Grant writing experience 	
Prepared By	Manager Library Services
Date Prepared	August 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:	