

Position Description

Cobram Library Coordinator

POSITION NUMBER: OPS 0042
POSITION TITLE: Cobram Library Coordinator
AWARD CLASSIFICATION: Band 4
POSITION TIME: Part Time
LOCATION: Cobram Library

POSITION OBJECTIVES

To efficiently operate the Branch Library in accordance with Goulburn Valley Libraries policies and procedures.

To facilitate the highest possible standard of service to the public.

KEY SELECTION CRITERIA

- Experience in public libraries.
- Excellent customer service skills.
- High standard of digital literacy.
- Ability to lead, motivate and collaborate with colleagues and volunteers.
- Ability to work independently or as part of a team.
- Experience in planning, promoting and delivering programming to groups of all ages.
- Excellent written and verbal communication skills.
- Good reference interview and searching techniques.

KEY RESPONSIBILITIES AREAS

1. User services

- Assist library users with enquiries and library usage, consulting with other staff as necessary.
- Assist the public in using all Goulburn Valley Libraries services and resources, including hard copy, digital and technological resources, to maximise access and usage.
- Maintain the library in good order, including collections, equipment and technology.
- Participate as appropriate in providing services to groups in the community both in the library and externally.
- Co-ordinate and oversee home library service.

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2. Promotion and public relations

- Promote a positive image of Goulburn Valley Libraries to the community.
- Participate in the promotion of the library's services and resources.
- Represent the Library at community events, meetings and programs, and address community groups to promote the library service.
- Organise library activities and displays.
- Liaise as required and maintain a good relationship with Friends of the Library (if applicable) and volunteers.
- Co-ordinate and administer use of meeting room facilities, if applicable.

3. Collection

- Maintain the collection in good order and condition.
- Identify collection gaps and recommend items for inclusion in Goulburn Valley Libraries collections
- Recommend items for withdrawal from Cobram Library according to Goulburn Valley Libraries policies and procedures.

4. Administration

- Oversee day to day operation of the branch including maintenance and borrower records, statistics & financial interactions.
- Maintain accurate cash reconciliation for the branch.
- Prepare routine reports as required by the CEO and Library Services Manager.
- Report all system faults to the CIT Team, communicating with technical support suppliers as required. Follow instructions for correcting problems as necessary.
- Liaise with Moira Shire as required and report to the CEO and Operations Manager on matters of library maintenance.
- Recommend improvements for the branch in line with Goulburn Valley Libraries' strategic plan with forward planning and innovation in mind.

5. Staff

- Collaborate and communicate closely with job-share partner (if applicable) and Goulburn Valley Libraries staff.
- Supervise the work of the Library Assistants, and Casual relief staff.
- Cooperatively work with and support other staff.
- Attend training and assist in providing training for other employees as required.
- Arrange for casual relief staffing.
- Participate in staff selection as required.
- Attend staff meetings.
- Promote a healthy and safe workplace and culture.
- Ensure that discretion and confidentiality is used.
- Work at other locations within the region to meet organisational requirements.
- Perform any other duties which, given the classification and nature of the duties, may reasonably be directed to perform.

ORGANISATIONAL RELATIONSHIP

Reports to:	Operations Manager
Supervises:	Cobram Library Assistant & Casual staff
Internal Liaisons:	Goulburn Valley Libraries staff
External Liaisons:	Library users and the general community Friends of the Library Volunteers Community groups Educational and community institutions Moirā Shire staff

ACCOUNTABILITY AND EXTENT OF AUTHORITY JUDGEMENT AND DECISION MAKING

The incumbent of this position is accountable for:

- * Quality, accuracy and timeliness of own work.
- * Arranging occasional casual relief staffing in accordance with guidelines and directing work of casual staff.
- * Working generally within specific guidelines under the general supervision of the Operations Manager.
- * Exhibiting judgement required in defined range of recurring work situations.
- * Ensuring that discretion and confidentiality are used while performing assigned duties on behalf of Goulburn Valley Libraries.
- * Guidance and support generally available.

SPECIALIST SKILLS AND KNOWLEDGE

Must have:

- * Proven customer service skills.
- * Knowledge of public library collections and routines.
- * Digital literacy
- * Reference interview skills.
- * Experience planning, presenting and evaluating programs.
- * Experience in promoting Library services to groups and organisations.

MANAGEMENT SKILLS

Must be able to:

- * Plan and organise own work.
- * Lead, motivate & train staff in routine matters.
- * Work independently as well as part of a team.
- * Demonstrate an understanding of the principles of Equal Employment Opportunity and follow Occupational Health and Safety procedures.

INTERPERSONAL SKILLS

Must have:

- * Effective customer service skills.
- * Strong communication skills.
- * Ability to work effectively in a team environment.
- * Discretion and confidentiality.

QUALIFICATIONS AND EXPERIENCE

Must have:

- * VCE or equivalent, or some library experience.
- * Current Victorian drivers licence
- * Current Working with Children Check

Other relevant information

All applicants new to Goulburn Valley Libraries will be required to complete a pre-existing injury form prior to commencement.

The position will be mainly based at the Cobram Library, 14 Punt Road, Cobram, and could be located at Libraries across the Greater Shepparton City Council, Moira and Strathbogie Shires.

The following is a list of requirements for this position that may need to be met.

Undertake activities associated with office work, including sedentary desk work.

Required to follow the correct procedure for specific tasks

Required to stand for lengthy periods

Required to use computer for lengthy periods

Required to move and lift crates of up to 15kg regularly

Required to move arms/shoulders in repetitive motions for lengthy periods

Required to work within an air-conditioned building

Required to travel in vehicles for extended periods

Required to speak to groups of people.