

Position Title:	Library Coordinator
Directorate:	City Life
Department:	Libraries and Community Learning
Unit:	Library Operations
Classification:	Band 6

Position Objective

- To manage the Library through the most cost effective and efficient utilisation of allocated resources.
- To contribute to the success of Wyndham City Libraries through active teamwork and effective performance of the responsibilities and duties of the position.
- To promote the learning and engagement opportunities available at the Library to the community.
- To work closely with other Community Learning Centre occupants to realize the vision of community participation, life-long learning, cultural development and well being.
- To play a key role in a dedicated team of library staff and contribute to strategic direction and innovation within Wyndham Libraries.

Key Responsibilities


Library Service

- Manage the quality and effectiveness of the Library to Wyndham City Library Quality Standards.
- Ensure the Library maintains and promotes a good public image.
- Ensure that equipment and resources are appropriate for achieving high quality client services and maximum staff productivity through continual evaluation of new technology.
- Prepare reports for Library Manager as directed.

Library Planning and Development

- Assist in the formulation of library policies and guidelines.

Staff Management and Development

- Provide leadership and motivation of staff towards the achievement of service goals and objectives.
 - Identify training and development needs of library staff.
- 

- Encourage innovative ideas from staff regarding service delivery.
- Assess the performance of staff annually and conduct Performance and Development Planning.
- Manage branch roster, including leave allocation.
- Identify recruitment needs and initiate the recruitment process.

Circulation and Reference Duties

- Perform circulation and reference desk duties on a daily basis as required.

Collection Development

- Contribute to the selection of library materials according to the Collection Development Policy.
- Maintain the vibrancy and integrity of the collection through continuous weeding and stock maintenance

Team Contribution

- Provide a positive personal contribution to the successful operation of Wyndham City Libraries.
- Participate in the development of Unit staff in a way that contributes to all Wyndham City staff becoming, efficient, effective and customer focused team members.
- Create and maintain relationships with other occupants of the Community Learning Centre.
- All staff of Wyndham City Library Service may be required to perform other duties as are within the limits of the employee's skill, competence and training.
- This position may be required to rotate across Wyndham City Libraries between positions of a similar level.
- Carry out other duties commensurate with skills and abilities as deemed reasonable and appropriate to the role as directed from time to time.
- Risk Management
 - Accountable for the implementation and maintenance of sound risk management within the areas of responsibility and in accordance Wyndham's Risk Management Policy. Create an environment where managing risk is accepted as the personal responsibility of each employee.

Accountability and Extent of Authority

- The incumbent of this position has primary responsibility for the day-to-day management of the Library. As such, the incumbent will have formal input to the development of policies and procedures relating to the Wyndham Library Service.
- The incumbent is also authorized to make independent decisions about applying, adapting and improving established practices and priorities directly related to managing the Library according to Council policy.

Judgement and Decision Making

- The incumbent is expected to contribute significantly to the development of methods, procedures, and processes of the Wyndham City Libraries and to use initiative in seeking more effective and efficient methods of operation.
- Exercise independent judgment and problem solving on day-to-day issues.
- Preparation, monitoring and responsibility for compliance of the budget for the Community Learning Centre Library.

Specialist Skills and Knowledge

- The incumbent must have to manage and plan own workload and that of subordinates; set priorities for self and staff; to achieve objectives.
- Understanding of the long term goals of the Libraries and Community Learning Department and of the wider organisation.
- An understanding and ability to implement practices relating to Equal Employment Opportunity, Occupational Health and Safety and employee development.

Management Skills

- Skills in managing time, setting priorities, planning and organizing one's own work so as to achieve specific and set objectives in the most efficient way possible with the resources available.
- Plan and prioritise own and others workload in an environment where conflicting demands frequently occur
- Ability to liaise with all levels of management to meet strategic objectives.

Interpersonal Skills

- Incumbent must be able to gain co-operation and assistance from others in pursuance of own work and in the resolution of library problems.
- Must be able to liaise successfully with contemporaries from other libraries to discuss and resolve problems.

Qualifications and Experience

- Tertiary qualification (Degree) in librarianship or Information Services, or equivalent.
- Previous experience as a qualified librarian.
- Experience in coaching, mentoring and supervision of staff.
- Current Victorian Drivers Licence.

Inherent Requirements of Position

This section lists the demands and work environment more often than not in order to perform the essential functions of the position: **Library Coordinator**

Task	Description
Office Duties	<ul style="list-style-type: none"> - Sitting at a workstation on an adjustable office chair, general office based work, using a computer for up to one hour at a time, followed by a break. - Includes general office based work such as handling files, various paperwork, attending phone calls and customer enquiries.
Driving	<ul style="list-style-type: none"> - Required to drive private or Council owned vehicle

Carrying/Lifting	- Occasional lifting and carrying of items
Bending/Stooping & Reaching	- Required to bend and reach on a regular basis
Other:	- Required to stand and walk for up to 4 hours at a time.

Other Relevant Information

- Ability to work weekends and after hours as required.

Key Selection Criteria

- Degree qualified in Library and/or Information Services or equivalent and substantial relevant experience in Libraries.
 - Demonstrated experience in managing, coaching and mentoring staff.
 - Ability to manage time, plan and organise own work and the work of others.
 - Demonstrated report writing skills.
 - Demonstrated understanding of the role/s of the public libraries in communities and a community focused approach to service delivery.
 - Previous experience in a Public Library environment.
-

<i>HR Services – Internal Use Only</i>	
<i>Position Number(s):</i>	200915, 201198, 202089, 200478, 200501
<i>PD Current as at:</i>	29 July 2015