

Position Description



Position Title	Library Collections Officer
Department	Community Services
Reports to	Coordinator Library Services
Grade	7
Date reviewed	September 2025

Primary Purpose

The Library Collections Officer will assist the Coordinator Library Services in collection development, the cataloguing of resources and support in the Libero Library Management System.

The incumbent will contribute to Council's vision as "A Trusted Community Partner", promote the values which support this: Solutionary, Together, Accountable, Innovative, Caring, and use these to guide decisions, actions and conduct.

Key Accountabilities

- Provide exceptional customer experience that is welcoming, responsive and inclusive and has the customer at the forefront of decision making.
- Assist in the efficient maintenance of the Libero Library Management System.
- Provide advice, collection knowledge and creative ideas to build innovative, relevant, topical, community-focused collections.
- In collaboration with other team members and the community, curate collections at the library in response to local community demographics, needs and interest.
- Support the community to access the library's digital resources, including identifying digital content, aiding customers in the use of a wide range of technologies and promoting the resources.
- Support the Coordinator Library Services with the overall collection management and maintenance of the library's collections.
- Contribute to the performance of Council: demonstrate professional conduct, make the best use of knowledge, experience and skills and be accountable for own decisions and actions.
- Contribute to a safe workplace: comply with legislative and organisational requirements and be accountable for own decisions and actions.

The incumbent of this position is required to work weekly rostered desk duties, some weekends as per the roster and may be required to work outside standard hours of library programs and events.

The incumbent is required to undertake any other duties, projects or tasks as directed by the Coordinator Library Services, which are within his/her skills, competence and training.

Position Capabilities

Capability Group	Capability Description	Level
 Personal Attributes	Be accountable for investing in own growth, acting with integrity and displaying resilience.	Adept
 Relationships	Be respectful, inclusive and collaborative in engaging with others to address issues and deliver for the community.	Adept
 Results	Be planned and responsive to organisational priorities and develop pragmatic solutions to deliver quality outcomes.	Intermediate
 Resources	Be efficient, effective and compliant in the management and use of assets, finance and contracts.	Intermediate
 Workforce Leadership	Be accountable for providing direction, developing capability and leading effective approaches to meet organisational priorities now and into the future.	Intermediate

Essential Criteria

1. Recognised Library Technician qualification in Information Science/Librarianship and have minimum two years in a library collection position, preferably a public library, is essential.
2. Experience in the use of Libero Library Management System.
3. Experience in the Microsoft Office Suite of applications.
4. Strong knowledge of library collections, trend and innovations.
5. Knowledge of collection management for both physical and digital materials and cataloguing standards.
6. Strong digital literacy skills required to assist with the ongoing and changing technology needs of customers.
7. Demonstrated ability to independently or as part of a team
8. Good organisational and time management skills
9. Current Working with Children Check.
10. Current Class C drivers licence

Desirable Criteria

1. Knowledge and training in the use and promotion of LIAC resources.
2. Experience in dealing with library suppliers.
3. Knowledge of copyright regulations; and
4. Experience in the development and implementation of procedure manuals.

The position description should be read, and applied, in conjunction with other corporate documentation that guides decision-making, actions and conduct, including but not limited to, the contract of employment, Code of Conduct, delegations of authority, legislation, regulation, policy, procedure, process, standards and plans.

I have read and understand the above requirements and accountabilities of this position.

Name (please print)

Signature

Date