

# Position Description



| Position Title | Collection Development Librarian |
|----------------|----------------------------------|
| Department     | Community Services               |
| Reports to     | Coordinator Library Services     |
| Grade          | 7                                |
| Date reviewed  | September 2025                   |

## Primary Purpose

Develop library collections in accordance with customer demand and expectations.

Actively promote collections to our community through the library website, social media and other means of engagement.






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 and Outcomes.

- Support the Coordinator Library Services with the overall collection management and maintenance of the library's collections.
- Assist in the efficient maintenance of the Libero Library Management System.
- Develop and maintain library collections to ensure they are up-to-date, balanced and relevant to users' needs.
- In co-operation with library staff, establish and maintain a strong presence of library collections and readers' advisory service, by actively promoting them through social media, the library website and other means of online engagement.
- 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.
- Analyse circulation statistics, survey data, census and other useful information to ensure the continued relevance and effectiveness of book and electronic resources.
- 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.
- Perform other duties as requested within the scope of this level and in accordance with skills, knowledge and experience.

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.

## Position Capabilities

| Capability Group  | Capability Description  | Level        |
|---|---|--------------|
| <br>Personal Attributes    | Be accountable for investing in own growth, acting with integrity and displaying resilience.  | Adept        |
| <br>Relationships          | Be respectful, inclusive and collaborative in engaging with others to address issues and deliver for the community.                                       | Adept        |
| <br>Results                | Be planned and responsive to organisational priorities and develop pragmatic solutions to deliver quality outcomes.                                       | Intermediate |
| <br>Resources             | Be efficient, effective and compliant in the management and use of assets, finance and contracts.   | Intermediate |
| <br>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 tertiary qualifications in Information Science/Librarianship and have minimum two years in library collections, preferably a public library.
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. Experience working in public libraries or related area.
2. Knowledge of copyright regulations; and
3. Knowledge and awareness of the range of products and resources available (including electronic and print resources), and their suitability for a public library collection which is relevant and capable of reflecting the changing information requirements of the community.

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.

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Name (please print)

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Signature

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Date