

# Position Description



Position Title	Mobile Library Operator
Department	Community Services
Reports to	Coordinator Library Services
Grade	6
Date reviewed	December 2020

## Primary Purpose

The Mobile Library Operator will provide an efficient and effective service to residents of the Snowy Monaro Regional Council Area through the delivery of the Mobile Library Service.






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

- Undertake Mobile Library Operations including driving the mobile library, operation of the library circulation system and handling client enquiries
- Ensure the Mobile Library is in good condition by undertaking maintenance tasks on a regular basis
- Provide a high level of customer service to the user of the Mobile Library Service
- Promote the Mobile Library Service as an effective and efficient service point of the Snowy Monaro Regional Library Service
- Promote information sharing and knowledge transfer to drive evidence-based decision-making, enhance capability and optimise capacity
- 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 employee 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
 <p>Personal Attributes</p>	Be accountable for investing in own growth, acting with integrity and displaying resilience.	Adept
 <p>Relationships</p>	Be respectful, inclusive and collaborative in engaging with others to address issues and deliver for the community.	Intermediate
 <p>Results</p>	Be planned and responsive to organisational priorities and develop pragmatic solutions to deliver quality outcomes.	Intermediate
 <p>Resources</p>	Be efficient, effective and compliant in the management and use of assets, finance and contracts.	Intermediate
 <p>Workforce Leadership</p>	Be accountable for providing direction, developing capability and leading effective approaches to meet organisational priorities now and into the future.	N/A

## Essential Criteria

1. Current class HC licence with a minimum 3 years truck driving experience. Ongoing employment is conditional on maintaining this licence
2. Basic vehicle maintenance skills
3. Demonstrated ability in the use of information technology
4. Good communication and interpersonal skills
5. Commitment to customer service
6. Self-motivated and ability to work unsupervised
7. Ability to work as part of a team in the delivery of a regional Library service

## Desirable Criteria

1. Public library experience

2. Experience in the use of computerized management library systems, electronic resources and RFID Technology

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