

Position Description



Position Title	Mobile Library Operator
Department	Community Services
Reports to	Coordinator Library Services
Grade	6
Date reviewed	October 2022

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
 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.	Intermediate
 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.	N/A

Essential Criteria

1. Current class HC licence. Ongoing employment is conditional on maintaining this licence.
2. Demonstrated vehicle maintenance skills.
3. Demonstrated ability in the use of information technology.
4. Well-developed interpersonal skills and the ability to deal effectively with a wide range of people.
5. Proven ability to work cooperatively as part of a region wide team.
6. Proven ability to work cooperatively within our team and work well under pressure.

Desirable Criteria

1. Cash handling experience.
2. Highly developed customer service skills and the understanding of customer service principles.

3. Willingness to undertake Certificate or Diploma in Library and Information studies.

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