

# Position Description



<b>Position Title</b>	<b>Librarian and Events Program Officer</b>
Department	Community Services
Reports to	Coordinator Library
Grade	7
Date reviewed	October 2022

## Primary Purpose

The Librarian and Events Program Officer will ensure that programs and events are developed, implemented and delivered across the library facilities meeting the operational needs of the organisation and the community.

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






## Key Accountabilities

- Ensure the timely and accurate collection and reporting of data and statistics as required.
- Collaborate with the Coordinator Library Services to ensure the programs are reflective of the Snowy Monaro Regional Libraries.
- Sound knowledge of and ability to communicate across teams about collections (online and physical) for the community in a public libraries.
- Keep up to date with current developments in the field/industry.
- Understanding of issues relating to lifelong learning, literacy and recreation.
- Assists with regular community needs assessment to identify community needs, in order to create tailored services and programs to address these identified needs.
- Support cooperative relationships with identified Council, government and community groups and gain engagement in library programs and services.
- Assist with the development and implementation of effective strategies to ensure Snowy Monaro Regional Libraries equitable, dignified access and inclusion for all members of the community.
- Commitment to Snowy Monaro Regional Council Values and adherence to Council policies and procedures.
- Demonstrate an understanding of and commitment to EEO policies and procedures
- Undertake projects as directed.
- Ensure that the Coordinator Library Services is informed of any issues which may affect staff, the community and/or service delivery.

- 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.	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. Eligibility for professional membership of the Australian Library and Information Association (ALIA) or Certificate III qualification or above, in Events Management or a related discipline with demonstrated contemporary experience in a similar role.
2. Demonstrated ability to manage multiple projects, programs and tasks.
3. Demonstrated experience in facilitating programs in a library or learning setting, with public speaking experience.
4. Proven ability to work effectively in both a team environment or with minimum supervision.
5. Demonstrated experience with emerging technologies and applications used in STEM education.
6. Computer literacy and understanding of common software packages (Microsoft Office) and social media applications.
7. Proven ability to develop and maintain internal and external stakeholder relationships to achieve outcomes that contribute to the achievement of the organisation's strategic goals.

8. Current Class C drivers licence.
9. Current NSW Working with Children Check.

#### Desirable Criteria

1. Experience in local government.

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