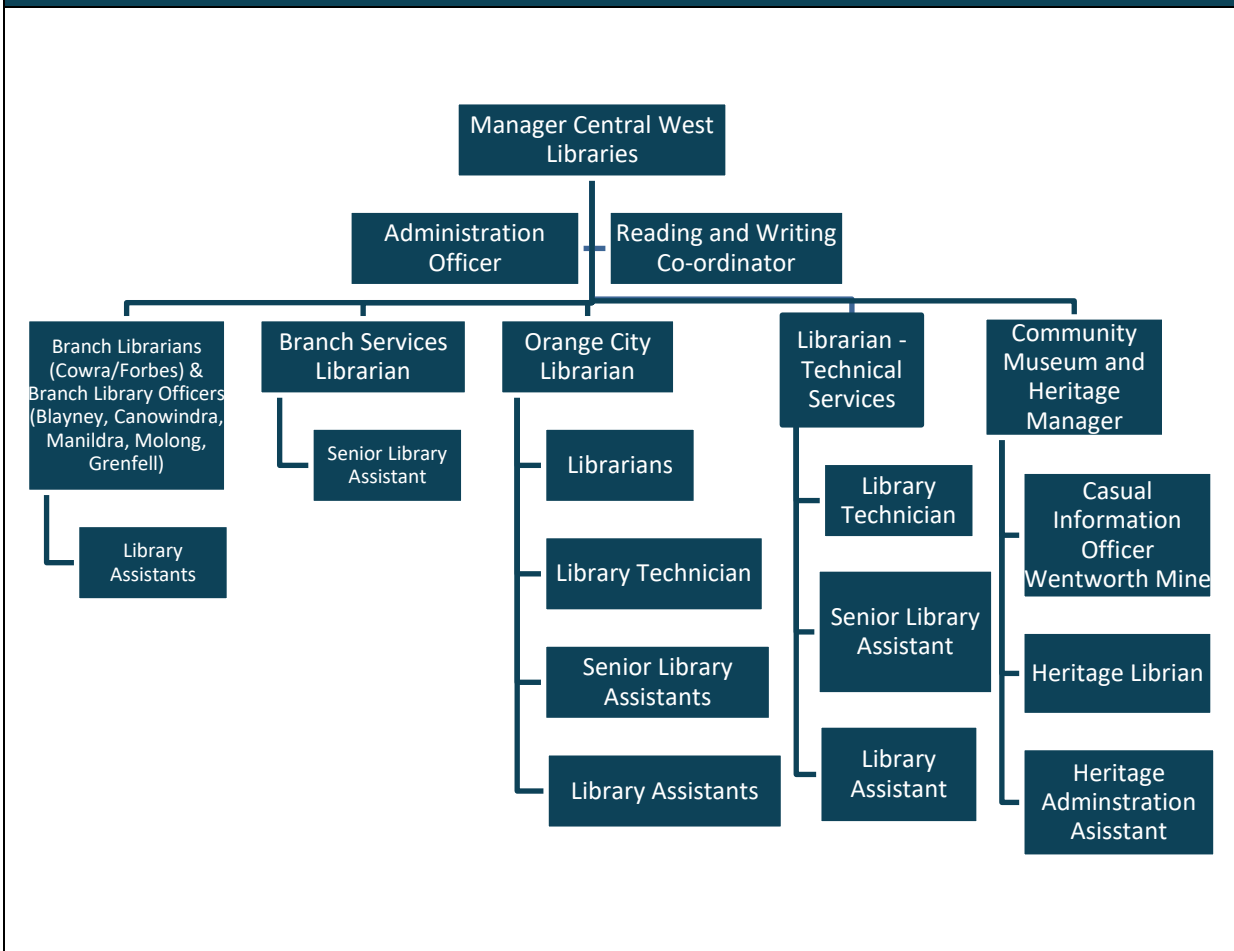


<b>Position Title:</b>	Branch Library Officer
<b>Position Number:</b>	4093, 4094, 4099, 4100
<b>Division:</b>	Community, Recreation and Cultural Services
<b>Section:</b>	Central West Libraries
<b>Grade:</b>	8
<b>Delegations:</b>	As allocated in the Delegations Register
<b>Position FTE Hours</b>	35

### Primary Purpose of Position

Responsible for the development and delivery of part-time library services at a branch of Central West Libraries (includes Canowindra, Blayney, Manildra, Molong, Grenfell) including the supervision and coordination of casual/relief staff and volunteers and participation in the delivery of programs and events as part of the Central West Libraries Team.

### Sectional Structure



## Selection Criteria

### Qualifications/Licences

- Qualifications as a Library Technician recognised by the Australian Library and Information Association (ALIA) or equivalent
- Class C Drivers Licence

### Skills and Experience

- Experience in a similar role
- High level communication skills both verbal and written including the capacity to interact with all levels of staff and the community while maintaining effective customer service and relationship management
- Demonstrated experience working in a team environment
- Demonstrated ability to prioritise workload and ability to carry out instructions
- Demonstrated supervisory skills and experience
- Demonstrated experience in developing and delivering community programs, services and events
- Well-developed digital literacy skills in the use of a variety of technology including applications and systems used within libraries
- Demonstrated awareness of current library trends and ongoing commitment to professional development
- A love of reading
- Demonstrated ability to model Council's key values and desired behaviours

## Key Accountabilities/Duties

- Responsible for the development and delivery of library services at a branch of Central West Libraries (either Canowindra, Blayney, Manildra, Molong, Grenfell) including the supervision and coordination of casual/relief staff and volunteers
- Provide high quality, customer focussed readers' services including circulation duties, reference enquiries and participation in the delivery of programs and events as part of the Central West Libraries team
- Participate in collection management processes
- Adhere to established policies and procedures
- Actively participate in the Library's Strategic and Marketing Plans
- Interact with the wider community including Member Councils to maximise the potential reach of library services
- Participate in the training and planning processes of service delivery
- Foster and contribute to a team environment
- Comply with Council's Code of Conduct, relevant policies and procedures, values and behaviours, and work health and safety responsibilities, as amended from time to time

## Position Capabilities

The Orange City Council Capability Framework describes the core knowledge, skills and abilities expressed as behaviours, which set out clear expectations about performance in our council. The full information regarding these Capabilities is available [here](#). The focus capabilities for this position are:

Group	Capability
Personal Attributes	<b>Manage Self - Coaches "Shares It"</b> <i>Show drive and motivation, an awareness of strengths and weaknesses, and a commitment to learning.</i> <ul style="list-style-type: none"> <li>• Initiates action on team/unit projects, issues and opportunities</li> <li>• Accepts and tackles demanding goals with drive and commitment</li> <li>• Seeks opportunities to apply and develop strengths and skills</li> <li>• Examines and reflects on own performance</li> <li>• Seeks and responds well to feedback and guidance</li> </ul>
	<b>Ownership - Coaches "Shares it"</b> <i>Take responsibility and ownership of work and delivering to quality standards.</i> <ul style="list-style-type: none"> <li>• Is prepared to make decisions within own level of authority</li> <li>• Takes an active role in managing issues in the team</li> <li>• Coaches team members to take responsibility and follow through</li> <li>• Identifies and manages other risks in the workplace</li> </ul>
Relationships	<b>Customer Focus - Demonstrates "Achieves it"</b> <i>Commit to delivering customer focused services in line with strategic objectives.</i> <ul style="list-style-type: none"> <li>• Identifies and responds quickly to customer needs</li> <li>• Demonstrates a thorough knowledge of services provided</li> <li>• Puts the customer and community at the heart of work activities</li> <li>• Takes responsibility for resolving customer issues and needs</li> </ul>
Technical	<b>Information and Technology - Demonstrates "Achieves it"</b> <i>Use technology and information to maximise efficiency and effectiveness.</i> <ul style="list-style-type: none"> <li>• Shows confidence in using core office software and other computer applications</li> <li>• Makes effective use of records, information and knowledge management systems</li> <li>• Supports the introduction of new technologies to improve efficiency and effectiveness</li> </ul>
Results	<b>Problem Solving - Coaches "Shares it"</b> <i>Think, analyse and consider the broader context to develop practical solutions.</i> <ul style="list-style-type: none"> <li>• Draws on numerous sources of information, including past experience, when facing new problems</li> <li>• Demonstrates an understanding of how individual issues relate to larger systems</li> <li>• Makes appropriate recommendations based on synthesis and analysis of complex numerical data and written reports</li> <li>• Uses rigorous logic and a variety of problem solving methods to develop workable solutions</li> <li>• Anticipates, identifies and addresses risks and issues with practical solutions</li> <li>• Leads cross team/unit efforts to resolve common issues or barriers to effectiveness</li> </ul>
	<b>Deliver Results - Demonstrates "Achieves it"</b> <i>Achieve results through efficient use of resources and a commitment to quality outcomes.</i> <ul style="list-style-type: none"> <li>• Takes the initiative to progress own and team work tasks</li> <li>• Contributes to the allocation of responsibilities and resources to achieve team/project goals</li> <li>• Consistently delivers high quality work with minimal supervision</li> <li>• Consistently delivers key work outputs on time and on budget</li> </ul>

### Corporate Values

As a values-based organisation, Council demonstrates its values through workplace behaviours. These behaviours provide a framework for staff to model behaviour across the organisation. Underpinning the behaviours is the Orange City Council Code of Conduct.

Council's corporate values are listed below:

- **Respect** – is honest and respectful towards others and works as part of a team
- **Ownership** - takes responsibility for actions
- **High Performance** - pursues performance excellence and continually looks for improvement
- **Customer Focus** - demonstrates a customer focused approach towards internal and external customers
- **Safety** - works safely, in accordance with Council's Work Health and Safety policy and procedures
- **Diversity** – Champion a diverse and inclusive workplace
- **Leadership** – Council encourages all its employees to lead by example and role model our values. Leaders also need to ensure they provide constructive feedback and encourage high performance by coaching, developing, recognising and managing people effectively

### Work Health and Safety Responsibilities

All employees are responsible for Work Health and Safety (WHS) for Orange City Council and their duties include:

- Complying with Council's WHS policies and procedures
- Working with due diligence and consideration to safeguard their own health and safety and the health and safety of others
- Reporting any potential hazards, incidents or injuries to their Supervisor and Human Resources within 48 hours
- Participating in any applicable WHS consultation arrangements
- Complying with any Return to Work Plan if injured and supporting rehabilitation in the workplace
- Correctly using all personal protective equipment
- Complying with emergency and evacuation procedures and site rules if applicable
- For Managers, Supervisors, Team Leaders or Gangers, you have additional WHS responsibilities as defined in the Orange City Council Work Health and Safety Management Policy (OP 84)

### General

- The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required.
- Local Government (State) Award conditions apply to all entitlements.
- The Position Description links to the overall organisational Delivery/Operational Plan which ties into an employees' key performance indicators (KPIs) as part of their annual performance review.

- Position descriptions may be amended from time to time in accordance with business needs and in consultation with the incumbent of the position.

*I acknowledge that I have read and understood the duties, responsibilities and delegations of the position as outlined in the above Position Description*

<b>Name of Employee:</b>	
<b>Signed by Employee:</b>	
<b>Date Signed:</b>	