

<b>POSITION TITLE</b>	Coordinator Library Services				
<b>POSITION CODE</b>	LIB001				
<b>REPORTS TO</b>	Manager Customer & Technology				
<b>GROUP</b>	Community & Corporate				
<b>ORG UNIT</b>	Community & Corporate			<b>TEAM</b>	Library Services
<b>CLASSIFICATION</b>	Band	2	Level	3	<b>GRADE</b> 10
<b>EFFECTIVE DATE</b>	20 <sup>th</sup> January 2020			<b>REVISED DATE</b>	
<b>REQUIREMENTS</b>	<input type="checkbox"/> Nil <input type="checkbox"/> Qualifications Check <input type="checkbox"/> Police Check <input type="checkbox"/> Working with Children Check				
<b>SUPERVISION</b>	<input type="checkbox"/> No Supervision <input checked="" type="checkbox"/> Directly supervises 9 people <input type="checkbox"/> Indirectly Supervises 0 people				

## Primary Purpose

Diagnose, improve and guide the work of the Library Services team within legislative requirements, and collaborate as a member of the Community and Corporate leadership group in delivering the council's Operational Plan.

## Portfolio

Library Services	
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## Accountabilities

1. Coordinate work plans to meet community needs and organisational priorities now and into the future.
2. Monitor, review and report on goals and performance measures that link community needs and organisational priorities to service delivery.
3. Coordinate financial, human and physical resources to enable service delivery.
4. Deliver the services of the portfolio in accordance with legislation, adopted strategies and plans to meet community needs and organisational priorities.
5. Guide the portfolio's contribution and performance to enhance service quality, accessibility and responsiveness to the needs of the community.
6. Provide excellent customer service to library customers through shifts on the library floor and information desk.
7. Inform, advise and guide the utilisation of library resources, technology and in-person engagement to support the continuous improvement of service delivery through expanding channels across council and the community.
8. Promote information sharing and knowledge transfer to drive evidence-based decision-making, enhance capability and optimise capacity.

## Key Relationships

Internal	External
Executive Leadership Team	Riverina Regional Library
Leadership Group	Local Government Bodies
Communication & Marketing Officer	Business and Community Groups

## Council Values

Council's values of Respect, Safety and Integrity guide the decisions, actions and conduct of all employees.

## Essential Criteria

1. Tertiary qualification in Library & Information Science or equivalent, or equivalent knowledge and skills gained through experience.
2. Contemporary experience in leading and managing library services.
3. Demonstrated ability to provide a high standard of customer service to internal and external customers.
4. Demonstrated ability to effectively engage with external stakeholders including government agencies, professional associations, private sector, industry and the community.
5. Demonstrated ability to manage, coach and support staff to achieve work targets and performance objectives.
6. Current Class C drivers' licence.

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 Code of Conduct, Delegations of Authority, policies, procedures and plans.

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Name (please print)

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Signature

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Date