

# POSITION DESCRIPTION



**We Value:** **Respect** | **Communication** | **Fun & Humour** | **Pride** | **Trust** | **Teamwork**

## POSITION DETAILS

<b>POSITION TITLE</b>	<b>Librarian</b>
<b>DEPARTMENT</b>	Corporate and Community Services
<b>POSITION STATUS</b>	Permanent Full-time
<b>AWARD</b>	Queensland Local Government Industry (Stream A) Award – State 2017
<b>CLASSIFICATION</b>	Level 2 - 3
<b>REPORTS TO</b>	Director of Corporate and Community Services
<b>DELEGATIONS</b>	As per Council's Delegation of Authority register

## QUILPIE SHIRE COUNCIL VALUES

Everything Council does is underpinned by its values which define the culture of the Organisation and the behaviours that shape our interaction with the community and each other. Our values are **Respect; Communication; Fun and Humour; Pride; Trust** and **Teamwork**.

## POSITION OBJECTIVE / OVERVIEW

To provide an active and responsive library program delivered in partnership with the community.

## KEY ACCOUNTABILITIES / DUTIES

Management of the day to day operations of the Quilpie Shire Library:

1. Provide a regular partnered program of events;
2. Ensure all enquiries are responded to in an efficient, effective and courteous manner;
3. Provision of suitable resources and easy access to information for community and visitors;
4. Undertake administrative work including reports for Council and ensure all appropriate records are included in Council's record keeping system;
5. Actively partner with key Community organizations to increase participation and events at the Quilpie Shire Library;
6. Document and research history of the Shire and develop a history database;
7. Assist in Cemetery Operations;
8. Assist in organising and holding special events; and
9. Supervise library staff ensuring Council's Human Resources policies, procedures and practices are appropriately implemented.

## QUALIFICATIONS, KNOWLEDGE, SKILLS and EXPERIENCE

### Essential

- Excellent verbal and written communication and time management skills;
- Proficient in the use in relevant technologies;
- Bibliographic skills including catalogue use, collection organisation and reference skills;
- Sound knowledge and understanding of procedures and practices relevant to public libraries;
- Proficient in the use of relevant technologies;
- Ability to supervise and motivate other staff to achieve agreed performance levels;
- Experience in delivering community events and operations of a public library or cultural institution; and

- Current holder of Suitability Card – Commission for Children and Young People and Child Guardian.

#### **Desirable**

- Formal tertiary qualifications; and
- Current Queensland 'C' Class Drivers Licence.

#### **WORK ENVIRONMENT and PHYSICAL DEMANDS**

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This position is an indoor role and requires prolonged periods of sitting at a desk and operating a computer and telephone. The employee may be required to carry out some low-level physical tasks which may include manual handling, bending, kneeling, twisting, squatting and lifting.

#### **ORGANISATIONAL ACCOUNTABILITIES**

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In addition to the key duties and responsibilities, the position incumbent is responsible and accountable to adhering to Council's Employee Code of Conduct, all Council policies and procedures, legislative requirements and supporting Council's overall Corporate Plan and objectives including our commitment to Workplace Health and Safety.

This position description has been designed to indicate the general nature and level of work to be performed. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the role.

While this position description covers the key areas of responsibilities, day to day tasks and responsibilities may vary and be in addition to those listed above (reasonably within the limits of the employee's skills, competence and training).

#### **ACKNOWLEDGEMENT**

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I hereby agree to abide by all Council's corporate requirements including policies and procedures and acknowledge that this position description outlines the overall responsibilities and duties that are to be carried out as part of this role of which I agree to perform to the best of my ability.

<b>Signature of Employee</b>	
<b>Print Name</b>	
<b>Date</b>	/ /