

Position Description

Local Studies Library Officer

February 2019

DETAILS

Team and Department Resource Management Team
Randwick City Library

Division City Services

Supervisor Local Studies Librarian

Direct Reports NA

Grade 11

Delegation of Authority NA

Budget NA

City Plan Directions

2b. Enrich our range of community services that meet our community's needs
3a: Effective communication methods and technology are used to share information and provide services
5d. Library programs, resources and facilities provide innovative and inspirational opportunities for education and leisure
7a: Our Heritage is recognised, protected and celebrated

PURPOSE

To assist in the collection and arrangement of an expert information and research service for enquiries relating to the Randwick City Area. To facilitate access to the collection in all formats. To support the Local Studies Librarian in the promotion of local history through exhibitions, exhibitions and outreach activities. To provide effective library customer services at all library service points.

KEY ACCOUNTABILITIES

1. Provide specialist local history research assistance.
2. Assist in the collection, arrangement and cataloguing of all local studies materials including archives, photographs, published resources, and digital resources.
3. Assist with the research and development of historical content for the Randwick City Council and Randwick City Library website.
4. Assist with the compilation and acquisition of relevant historical material e.g. photography of contemporary events, celebration and locations within the City of Randwick.

5. Collaborate with the Local Studies Librarian to establish and maintain productive relationships with key stakeholders interested in the heritage of Randwick City.
6. Engage and participate in relevant professional networks across the heritage and information sector.
7. Work with the library team and other relevant Council staff through active involvement in cross team projects.
8. Work as a member of a one-team model ensuring seamless service delivery across all library service points.
9. In collaboration with the Local Studies Librarian, develop annual work goals that reflect the relevant operational city plan accountabilities in an achievable manner.
10. When required represent senior staff in their absence and take the opportunity to act in higher positions should the opportunity arise.

KNOWLEDGE, SKILLS AND ABILITIES

ESSENTIAL

1. Library technician or equivalent qualifications with relevant experience in a public library environment.
2. Demonstrated ability to undertake complex and comprehensive research tasks.
3. Demonstrated understanding of conservation, preservation, digitisation, metadata and cataloguing principles in the context of the local studies collection.
4. Demonstrated strong interest and experience in working with the public and community heritage stakeholders.
5. Proven ability to manage concurrent tasks and work deadlines.
6. Excellent oral and written communication and interpersonal skills.
7. Excellent customer service skills and commitment to a quality customer service ethos.
8. Excellent computer skills in using Microsoft applications such as Word, Excel and PowerPoint.
9. Experience with digital marketing using social media platforms to promote local studies material and harvest new resources for the collection.
10. Demonstrated commitment to EEO, WH&S and the principles for a culturally diverse society.

DESIRABLE

1. Knowledge of public libraries.
2. Familiarity with SirsiDynix, Portfolio, TRIM document management applications and PROMAPP.
3. Knowledge of archival principles.
4. Knowledge of local government systems and records.
5. Knowledge of the Randwick Local Government area and an interest in heritage and local history.
6. Formal qualifications in local or applied history.
7. Class C driver's licence

CORPORATE REQUIREMENTS

Position falls under the definition of child related employment	NO
Good driving record or possession of a driving licence required	NO
Position required to make a disclosure of pecuniary interest	YES
Criminal History Check	NO
Record keeping responsibilities	YES

Delegations

Decisions associated with this position are to be made in accordance with the Delegations of Authority.

Code of Conduct

All staff are required to adhere to the Code of Conduct.

Workplace Health and Safety

All staff are required to adhere to Councils Workplace Health and Safety Policy

Equal Employment Opportunity

All staff are required to participate in and demonstrate behaviour that supports the EEO Policy and EEO Management plan.

Recordkeeping Responsibilities

Ensure accurate records are maintained in Council's corporate information system for all customer queries, customer complaints and documenting evidence of business transactions.