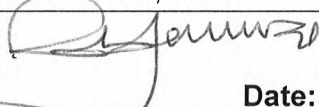


POSITION DESCRIPTION: Library Programs Coordinator

Position title	Library Programs Coordinator
Designation	Level 5 (Municipal Officer) ASTC EA
Position number	P2336
Responsible to	Library Team Leader
Position status	Permanent, full-time
Position description approved	 Date: 26/07/16

Primary Objectives

Located at the Nevil Shute Memorial Library (Alice Springs Public Library) and within the Community Development Directorate, the position is an integral part of the library team. With a focus on literacy and life-long learning, develop and coordinate the delivery of quality displays, activities, training sessions and events for library customers that meet wider community expectations. Demonstrate a socially inclusive community focus by providing effective, efficient customer service to the Alice Springs community and all library users as a whole.

Key Responsibilities

- Promote the Australian Library and Information Association Principles and Objectives, supporting literacy; lifelong learning; arts, culture and local heritage.
- Work within defined budgetary limits, develop and deliver an innovative range of library services. This includes library events, displays and training sessions covering multimedia, print and digital literacy as well as traditional library and other relevant programs that have a broad community reach.
- Develop and implement impact evaluation measures for library programs and services to ensure ongoing relevance, value and quality. Provide considered advice to library management to enable the delivery of evidence based, innovative library projects and services.
- Identify stakeholders and through active engagement create partnerships that support the development of relevant services, programs and events that meet community needs and expectations.
- Guided by Councils strategic plans, statutory guidelines and legislation, network with community groups, non-government and government organisations to develop and strengthen working relationships and partnerships.
- Collaborate with peers and stakeholders to prepare grant applications.
- Coordinate and provide guidance to other members of the library team to deliver excellence in library programming and services.
- Work collaboratively with the Library Management Team to ensure the safe and smooth operation of the Library.
- Through shifts on the library floor and information desk provide a welcoming environment to all library customers with a focus on quality customer service.
- Contribute to library planning and policy development.

- Maintain own health and safety and that of other people in the workplace or those who may be affected by the work being carried out.
- Perform other duties within capabilities and/or consistent with the level of this position as required.

Delegations

Nil

Supervisory Responsibilities

The following library positions report directly to the Library Programs Coordinator

- Library Promotions & Events Officer.
- Library Youth Engagement Officer.

As a member of the Library Management Team, this position is expected to assist with staff supervision and development.

Qualifications

- Relevant tertiary qualifications in Teaching, Library and Information Services, or proven equivalent relevant experience.
- Current Working with Children Clearance (Ochre card).
- Current C class driver licence to be able to drive in the NT.

Selection Criteria

Essential

1. Demonstrated supervisory experience leading a team to develop and deliver programs and events.
2. Proven recent relevant experience in the delivery and evaluation of innovative customer focussed services, activities and programs.
3. Exceptional time management, prioritisation and problem-solving skills. Able to display advanced initiative, analyse issues and arrive at creative solutions.
4. Experience working within planned expenditure and budgetary constraints.
5. Well-developed interpersonal skills including excellent written and verbal communication ability. Able to engage with diverse groups and negotiate required outcomes.
6. Proven experience contributing to planning and policy development within local government or public library environment.
7. Current relevant experience with emerging technologies and highly competent use of the Internet, social media and office software.
8. Ability to work independently or operate effectively within a team, contributing positively to team operations and working relationships.

9. Relevant tertiary qualifications in Library and Information Services, or proven equivalent relevant experience.
10. Relevant tertiary qualifications in Teaching, Library and Information Services, or proven equivalent relevant experience.
11. Current Working with Children Clearance (Ochre card).
12. Current C class driver licence to be able to drive in the NT.

Desirable

1. Experience working in a public library.
2. Experience and ability to work in a cross-cultural environment.

Employee Name _____

Date _____

Employee Signature _____