

POSITION DESCRIPTION: Library Special Collections Coordinator

Position title	Library Special Collections Coordinator
Designation	Level 5 (Municipal Officer) ASTC EA
Position number	P2340
Responsible to	Library Team Leader
Position status	Permanent, Full-time
Position description approved	Date:

Primary Objective

Located at the Alice Springs Public Library and within the Community Development Directorate, the position is an integral part of the Library Team. Under the supervision and general direction of the Library Team Leader, develop, coordinate and promote Special Collections in line with the strategic direction of the Alice Springs Public Library and community expectations.

Key Responsibilities

- Work within budget allocations, identify and source appropriate resources for acquisition in line with the Special Collections Development Policy.
- Ensure conservation and preservation of Special Collections through digitisation, environmental controls and appropriate treatment of existing resources.
- Plan and deliver activities or events that promote and engage the community with the Special Collections.
- Develop and maintain activity plans and registers to enable accurate reporting and advice to the Library Management Team on activities and issues regarding Special Collections.
- Contribute to the submission of professional grant applications, project briefs, reports and evaluations.
- Work collaboratively to ensure smooth operation of the Alice Springs Public Library.
- Liaise with Northern Territory Library and other external organisations relating to the development of the Special Collections.
- Supervise, provide guidance and give support to the Library Indigenous Services Officer in maintaining and developing the Aboriginal Collections.
- Provide Special Collection reference services to customers.
- Provide excellent customer service to library customers through shifts on the library floor and Information Desk.
- Assist in library planning and policy development.
- Uphold organisational values and behave according to Council's Code of Conduct, including treating other employees and the general public with respect.
- 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 Special Collections Coordinator:

- Library Indigenous Services Officer

Qualifications

- Proven relevant experience, tertiary qualifications in Library and Information Studies, or related discipline.
- 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 interest in local history collections with the ability to critically assess materials regarding their inclusion in a library collection.
2. Ability to provide reference services to customers via online and in-house resources.
3. Demonstrated sound knowledge of current trends, standards and practices in the provision of special collections including digital asset management.
4. Excellent written and verbal communication skills including the ability to effectively liaise with a cross section of community groups.
5. Experience in planning and delivering programs and events.
6. Ability to work independently and operate effectively in a team, contributing positively to team operations and working relationships.
7. Ability to assist in library planning & policy development.
8. Ability to provide excellent customer service.
9. Proven relevant experience, tertiary qualifications in Library and Information Studies, or related discipline.
10. Current Working with Children Clearance (Ochre card).
11. 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.
3. Cataloguing experience.
4. Knowledge of the geography, history and culture of Central Australia, including Aboriginal history and culture.

Employee Name

Date

Employee Signature