

Position Description – Young Persons Librarian

Position Number:	5030
Division:	Human Services
Hours Per Week:	35
Award:	Local Government (State) Award
Grade (SAS):	20
Location:	Lane Cove Library
Position Reports to:	Library Experience Coordinator
Positions Reporting Direct to this One	Library Officer – Junior x 2 Library Officer – Junior (Saturday PM) Library Assistant – Outreach Programs

Our Values



Customer focus

We listen to the needs and wants of our customers and provide exceptional customer service



Integrity

We are fair and consistent in our actions and we act ethically, honestly, responsibly and respectfully



Consultation

We seek to understand before acting and are sensitive to residents needs and situations



Equity

We deal equally and honestly with customers and each other



Leadership

We focus attention on what is really important, lead by setting a good example and seek to improve outcomes, processes and relationships

Position Description Coverage

This Position Description is not a complete statement of all the Accountabilities, Responsibilities, Tasks and Outcomes etc. associated with the role. It is intended only to be indicative and descriptive of the role with the incumbent required to undertake any and all tasks requested that are within their skills, competence and training.

This is a child related employment position in accordance with the Child Protection (Working with Children) Regulation 2013. It is an offence for a prohibited person to apply for or occupy this position.

Accountability Objective

To provide a quality information service and customer experience to children and youth utilising Lane Cove Library.

Principal Accountabilities

- Maintain and develop client services for children and youth in the Lane Cove community by identifying, providing, monitoring and evaluating targeted services that will meet current and future needs.
- Develop the Library's children and youth collections by continual review to identify areas to be upgraded, weeded and supplemented, and by ensuring all formats are included.
- Promote the Library, in particular services for children and young people, by organising and participating in a range of special and ongoing activities designed to promote and encourage life-long library use.
- Organise and coordinate the work of others by effectively monitoring and evaluating work performance, legislative and work requirements, and through contributing to staff recruitment and selection.
- Provide clients with access to required information by determining information needs.
- Provide client and staff education by planning and delivering training that will enhance staff and client ability to locate and retrieve information through various systems and in a variety of formats.
- Undertake cataloguing and classification activities for some of the material in the Junior Library collection by following established cataloguing and classification procedures and guidelines.
- Maintain service area environment, resources and equipment to ensure a safe and friendly environment with maximised usage of resources.

Key Organisational Accountabilities

- Contribute to improved customer service and organisational effectiveness, by acting ethically, with honesty and fairness.
- Provide exceptional customer service by listening to the needs of each customer and action in a prompt, professional and courteous manner at all times.
- Ensure that the following principles from Council's Code of Conduct are taken into consideration in the carrying out of all Council duties:- integrity, leadership, selflessness, objectivity, accountability, openness, honesty and respect.
- A commitment to ensuring the organisation is child safe.
- Identify, assess and manage all risks associated with the function.
- A commitment to Council's Fraud and Corruption prevention strategy.
- Report injuries, accidents, incidents and near misses in the work area and on the corrective actions taken to prevent reoccurrence.
- Always ensure your actions contribute to a safe and healthy workplace.
- Use and properly maintain appropriate safety clothing and personal protective equipment; and
- Ensure EEO, the principles for a culturally diverse society, and Council policies are complied with at all times.

Key Result Areas

- Lead and develop staff.

- Provision of Children's and Young Adult Services.
- Coordination of collection management for Children's and Young Adult services.
- Liaison with Library resource suppliers.
- Development of Children's and Young Adult Library programs and events.
- Contribute to partnership arrangements e.g., Shorelink and shared services arrangement.

Selection Criteria

All **bold highlighted** essential criteria **must** be addressed when applying for the role.

Essential

- **Bachelor Degree or Graduate Diploma in Librarianship/Information Science or equivalent qualification, providing eligibility for Associate membership of ALIA.**
- **A current 'Paid Worker – Working with Children Check' Clearance (NSW).**
- **Demonstrated extensive experience in Library operations.**
- **Demonstrated sound knowledge of children's and youth literature.**
- **Demonstrated understanding of the literacy needs of children and youth.**
- **Proven ability to develop, deliver and promote Library programs.**
- **Demonstrated strong and effective written and verbal communication skills, particularly relating to children and youth.**
- **Demonstrated extensive storytelling and display skills.**
- **Demonstrated ability to effectively supervise and develop staff.**
- **Current Class C Driver's Licence.**

Desirable

- **Demonstrated Public library work experience.**
- Demonstrated experience using library management systems e.g., Aurora.
- Demonstrated skills in cataloguing.
- Demonstrated ability to manage budgets.
- First Aid Certificate

Reviewed and Finalised

Date: August 2025