

Kiama Municipal Council

Job Description

POSITION TITLE: Technology Librarian

GRADE: 8/9

DEPARTMENT: Community Services

ACCOUNTABLE TO: Library Manager

REVISED: February 2012

OBJECTIVES

- 1 To assist in providing an effective and efficient library service to the community.
- 2 To provide effective computer systems for the Library, and IT support for public and staff.
- 3 To assist in the promotion of the library and its services.
- 4 To protect and promote the image of Council as an effective and courteous organisation.

SCHEDULE OF DUTIES

Core Duties

- 1 Provide customer service at Kiama and the Gerringong Library (as required) on a roster system with other staff, including the processing of loans, handling enquiries and complaints, problems with equipment and processing fees.
- 2 Utilise the Libero Library Management System to access data and to maintain and update records.
- 3 Assist with maintenance of public area, shelving and tidying materials.
- 4 Assist readers with choice of materials and respond to reference queries, including Internet access.
- 5 Assist in provision of safe Library environment, according to OH&S requirements.
- 6 Assist with stock evaluation and withdrawal of materials.
- 7 Balance till and banking as required.

- 8 Take all reasonable steps to ensure compliance with Council's policies, procedures and legislation and care of self and others in the workplace.

Job Specific Duties

- 9 Maintain computers, printers and other appropriate hardware for Library and Family History Centre.
- 10 Install, maintain and update computer applications and local network software for Library and Family History Centre.
- 11 Manage the Libero library management system at Kiama and Gerringong, and update software as necessary. Attend User Group meetings as necessary. Write and run Crystal and Libero reports.
- 12 Liaise with Kiama Council IT, Shoalhaven IT, South Coast Co-operative and Libero personnel, as well as IT suppliers and consultants.
- 13 Provide computer support, documentation and training for Library and Family History Centre staff.
- 14 Provide computer support, documentation and training to the public in using software applications and technology provided by the Library.
- 15 Contribute to the planning and acquisition of computer systems and software.
- 16 Order computer hardware, IT, photocopier and other equipment supplies in consultation with Library Manager and other staff.
- 17 Develop IT policies and procedures for Library and Family History Centre.
- 18 Contribute to selection of IT Library material.
- 19 Maintain Library web pages.
- 20 Maintain in-house databases and other operational spreadsheets including Digital Hub Project reporting requirements.
- 21 Keep informed as to future directions of public librarianship and participate in IT specific projects.

MULTISKILLING CLAUSE

The incumbent of this position may be directed to carry out such other duties as are within the limits of the employee's skill, competence and training.

I accept the responsibility for achieving the above duties and understand that I am accountable for their achievement.

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Accepted

Supervisor

Date:.....

Date:.....