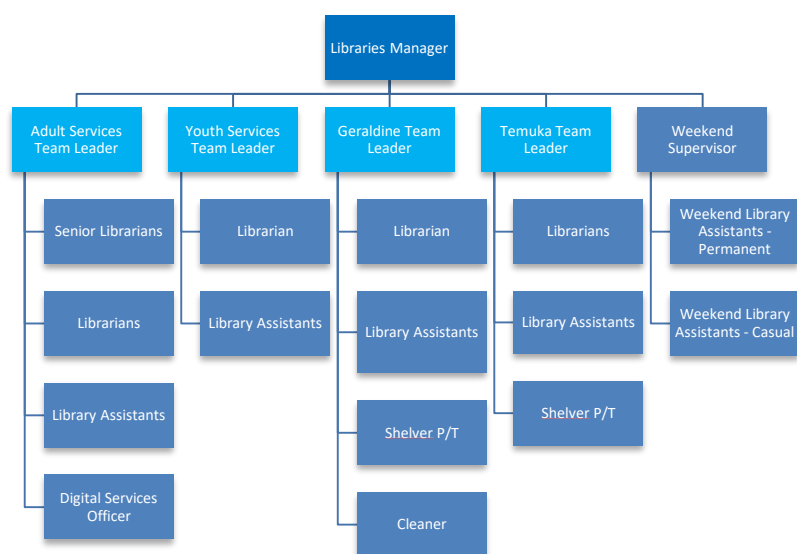


Position Description: Part-Time Librarian – Temuka Library and Service Centre

Business Group	Community Services
Reports To	Team Leader Temuka Library and Service Centre
Direct Reports	Nil
Date	November 2019
Budget Responsibility	Nil
Financial Delegation	Nil

Business Group Structure



Purpose of the Position

The purpose of the Librarian position is to assist with the duties associated with the delivery of quality library, service centre and information centre services and the successful and effective operation of the Temuka Library and Service Centre.

The position is based at the Temuka Library / Service Centre but may include occasional duties at the Geraldine Library/Service Centre and Timaru Library.

Key Relationships / Customers

External	Internal
Public and Ratepayers	Libraries Manager
Other Local Authorities	Team Leader Temuka Library and Service Centre
	Team Leader Geraldine Library and Service Centre
	Libraries and Service Centre Staff
	All TDC Staff

Position Responsibilities

Your general duties include those outlined in this position description and may be reviewed and updated from time to time in consultation with you. You will also be required to undertake any other duties that are within your ability to perform, if asked to do so.

1. To provide accurate, friendly, prompt and professional service to all customers.
2. Circulation routines e.g. shelving, shelf tidying, book display.
3. To develop and maintain a thorough knowledge of the Libraries' collections and reference and information resources to enable full contribution to the provision of high quality readers' advisory and reference service provision.
4. To assist the public in the use of resources, services and technology.
5. To provide high quality lending and information services in both print and digital formats.
6. To be involved in cataloguing ensuring bibliographic standards are maintained to agreed levels.
7. Assist with maintaining collections e.g. processing, mending.
8. General library duties associated with the provision of library services.
9. To be proactive in increasing personal knowledge of Council's policies, plans and activities and the responsibilities of other staff within the organisation.
10. To attain a high level of operation and understanding of the Council's software and record systems to enable the delivery and maintenance of quality information.

11. To fully participate in the shared delivery of service centre functions including LIMs, cemetery burials, health licences, rating enquiries, facility bookings, three bin system enquiries, dog registrations, and the customer request management reporting system.
12. To provide for the proper accounting for all cash handling.
13. Complete opening and closing procedures.
14. Prepare documents specific to programmes within the library using Word, Excel and other computer programmes.
15. Dealing with after-hours call outs and being on the security list. It is vital that personal safety is considered and call outs are attended by more than one person.
16. Assist with other duties as reasonably required by the Team Leader Temuka Library and Service Centre.
17. To actively contribute to health, safety and wellbeing through working safely, taking responsibility for keeping self and colleagues free from harm, reporting all incidents and hazards promptly and knowing what to do in the event of an emergency.
18. To be actively involved in Civil Defence Emergency Management when required.
19. To live the COSI values; Customer Focus, One Team, Success and Integrity.

Formal Qualifications / Training / Experience

Minimum Qualification	Diploma Information and Library studies or equivalent tertiary qualification and professional registration. (LIANZA)
Desired Qualification	Diploma Information and Library studies or equivalent tertiary qualification and professional registration. (LIANZA)
Minimum Experience	At least two years relevant experience.
Desired Experience	At least three years relevant experience in a similar job.

Key Competencies / Skills / Knowledge

- Effective communication with team members and be a team player with a commitment to high quality customer service.
- Excellent interpersonal and communication skills, able to run public events and children's programmes.
- A flexible approach to change and a desire to embrace the opportunities arising from changes in the library and service centre environment.
- To be confident and up-to-date with information technology and with adopting new technologies.
- Ability to work independently and in a team environment.
- Ability to work under pressure.
- A proven willingness to participate in continuing professional development.
- Availability to work in with the library hours and covering some late night and Saturday shifts.
- Adhere to the reporting structure in the Geraldine Library/Service Centre environment and Timaru District Libraries.
- Physical fitness and stamina suited to a busy customer service environment and the handling of a large numbers of books and other library items.
- Hold a full current drivers license.

Sally Mulvena
**Team Leader Temuka Library
and Service Centre**

**Librarian – Temuka Library and Service
Centre**

Date