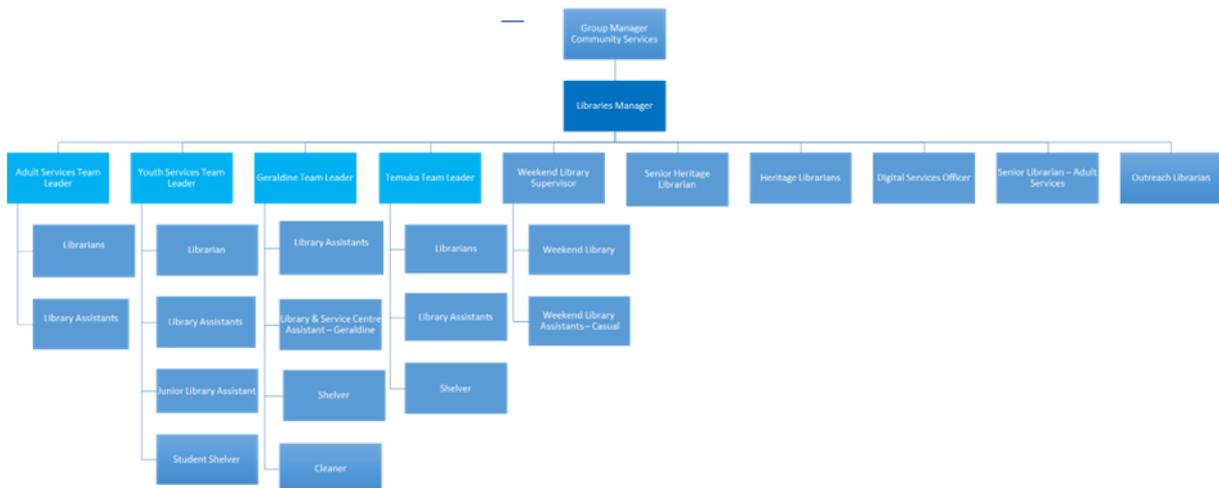


Position Description: Libraries Manager

Business Group	Community Services
Reports To	Group Manager Community Services
Direct Reports	10
Date	March 2024
Budget Responsibility	\$1.8m
Financial Delegation	Within approved budget to a maximum of \$20,000

Business Group Structure



Business Group Purpose

The Community Services Group encompasses Council’s Recreation and Cultural Facilities and Customer Services, User Experience, and Community Engagement portfolios and plays a key role in the delivery of recreation, cultural, and heritage services to the community to support the Council’s delivery of community outcomes and wellbeing’s.

This Group is responsible for leading the delivery of user experience and communications to all users of Council services, district residents, and ratepayers to support the delivery of community wellbeing’s under the Local Government Act 2002.

In addition, the Community Services Group is responsible for the delivery of community initiatives, development and delivery of user experience initiatives, events, and services that support various strategic Council objectives and goals including a number of longer-term capital expenditure projects and community engagement initiatives.

Purpose of the Position

The Libraries Manager is responsible for overseeing the operations, development, and strategic direction of libraries within the Timaru District (Timaru Library, Temuka Library, Service and Information Centre, and Geraldine Library and Service Centre). This role involves leading library staff, coordinating resources, and ensuring that library services meet the needs of the community.

The role carries significant managerial and leadership responsibilities through effectively communicating organisational goals and strategy, safety practices, deadlines, and individual development plans for team members, while fostering a spirit of unity and teamwork amongst staff

Key Relationships / Customers

External	Internal
Members of the public	Group Manager Community Services
Tangata Whenua	Library staff across the district
Counterparts of other Government Authorities	All TDC staff and elected members
Other libraries, National Library of New Zealand, Public Libraries of New Zealand, and other relevant organisations	
Contractor and Service Providers	
Authors and exhibitors	

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.

Strategic Planning

1. Drive the development and implementation of dynamic and creative strategic plans for library services across the District, considering the evolving needs of the community and technological advancements. Set goals, objectives, and performance metrics to drive the success of district libraries.
2. Provide strategic advice to senior management and councillors regarding the direction and development of the district's library services.
3. Develop and implement policies and procedures that meet the requirements of the district's residents and library users, ensuring they align with the Public Libraries of New Zealand strategic framework and with Library and Information Association of New Zealand Aotearoa (LIANZA) standards.

Leadership

1. Provide effective leadership and management support to Team Leaders and staff of the Timaru District Libraries, fostering a positive and inclusive work environment thereby promoting excellent customer service.
2. Ensure staff are well-informed, have strong connections with the libraries, community, and Council as a whole.
3. Actively promote employee engagement within all Libraries to ensure a focus on rewarding positive behaviour and acknowledging successes.
4. Be an active leader who communicates well and participates effectively in all aspects of performance management and supports staff to be their best ensuring compliance with all Human Resource processes..
5. Through strong relationships, develop, coach and mentor direct reports to ensure they are sufficiently supported to be able to perform duties competently, including developing technical solutions to new or highly complex problems, quickly and effectively addresses road-blocks, issues or problems.
6. Recruit and train staff that are passionate about libraries and delivering amazing customer service every day.

Budget and Resource Management

1. Develop and manage the libraries budgets, in accordance with the Long Term Plan and Activity Management Plan, ensuring effective allocation of financial resources, including the security and maintenance of the buildings, and capital projects. Identify funding opportunities, pursue grants, and explore partnerships to enhance library services.
2. Contribute to Council's Annual Report, Annual Plan, and Long Term Plan.
3. Maintain high level of financial accountability.

4. Manage capital projects, utilising the expertise of other council experts and external support to ensure budgets and outcomes are met.

Collection Development and Technology Integration

1. Oversee the selection, acquisition, and organisation of library materials, including books, digital resources, audio visual materials, periodicals and care of the collections. Ensure the collection reflects the diverse interests and needs of the community.
2. Utilise the existing budget to ensure the collections are maintained to a high standard and remain relevant.
3. Stay informed about emerging library technologies and trends. Evaluate and implement innovative tools and systems to improve library operations and enhance user experiences.
4. Oversee the libraries Information Technology applications to ensure that an efficient user-friendly system is provided.

Community Engagement

1. Develop strong and effective relationships with internal and external stakeholders, including, the Mayor, Councillors, Community Board members and community groups.
2. Collaborate with stakeholders to identify community needs, develop outreach programmes, and organise library events that promote literacy, lifelong learning, and cultural enrichment.
3. Develop strong and effective relationships with other facilities across council and within the Community Services Group.
4. Through strong relationships and influence, support organisational change to new ways of working.

Continuous Improvement

1. Look for opportunities to work *Better, Smarter, Faster* in all areas, driving continuous improvement and a positive customer experience.
2. Assist in the identification of learning and development needs, contribute towards the development programme to increase the effectiveness and efficiency of the Timaru District Council.
3. Actively participate in project management, coordination and completion of various improvement activities, in accordance with the unit business plan.
4. Monitor and evaluate library services and programmes to assess their effectiveness. Prepare regular reports on key performance indicators, usage statistics, and community feedback to inform decision-making and demonstrate library impact.
5. Provide sound advice, updates, and reporting to Senior Leadership Team and Council to keep them well informed on library finances and activities.

Health and Safety

1. Proactively role model expected behaviours aligned to Health and Safety best practice.
2. Demonstrated daily role modelling of the expected behaviours, holding people to account at all times to ensure everyone goes home safely every day.
3. Arrange maintenance and security of the buildings used for the libraries to ensure they are safe, welcoming, and maintained to a high standard.

Other

1. Demonstrated understanding of and commitment to the Treaty of Waitangi and the partnership Council has with mana whenua.
2. Contribute as a leader to the statutory responsibilities for Civil Defence and Emergency Management for the District.
3. Participate in any civil defence and emergency management training initiatives and assist with any civil defence emergencies, as part of Council's responsibilities for civil defence and emergency management.
4. Live the COSI values; Customer Focus, One Team, Success and Integrity and consciously support a team culture that is consistent with the overall organisations values and above the line behaviours.
5. Actively engage in setting own goals and objectives.
6. Assist with other duties as reasonably required by the Group Manager Community Services.
7. Take responsibility for ensuring Council information, data and records are stored with appropriate accessibility in designated systems, using processes and tools as described in the current Information Management Policy.

Formal Qualifications / Training / Experience

Minimum Qualification	Bachelor of Library and Information Studies or relevant degree/tertiary qualification. A full current driver license.
Minimum Experience	A minimum of 3 years' experience in similar or related field.

Key Competencies / Skills / Knowledge

- Proven experience in library management, including staff supervision, budgeting, and strategic planning.
- Strong knowledge of library operations, collection development, and information management systems.
- Familiarity with emerging library technologies, digital resources, and trends in the library field.
- Excellent communication, leadership, and interpersonal skills.

- Demonstrated ability to collaborate with diverse stakeholders and build community partnerships.
- Passion for promoting literacy, lifelong learning, and cultural enrichment.
- Ability to work under pressure and tight time constraints.
- Well-developed computer skills, including Microsoft Office suite of products, in particular Microsoft Excel.
- Demonstrate a commitment to ongoing learning and development, to improve the way in which Council delivers its services.
- Demonstrated ability to lead and develop a team in a team-oriented workplace, with a focus on active performance engagement.
- Outstanding interpersonal relationship building that is silo free, accepting of change with a learning organisation mentality.
- Demonstrated ability to serve as a knowledgeable resource to the Council's Management team.
- Demonstrated knowledge of budget development, management and reporting, basic economics and accounting principles and practices.
- Demonstrated ability to give and receive constructive feedback.
- General knowledge of relative compliance, legal, laws and practices .
- Excellent problem solving and self-organisation management skills.
- High level of honesty, integrity, confidentiality and a trustworthy manner

Group Manager Community Services

Libraries Manager

Date

Date