

POSITION DESCRIPTION

POSITION	Library Operations Officer
LOCATION	Geelong Library & Heritage Centre (GLHC)
AWARD CLASSIFICATION	Band 4
POSITION DURATION	Permanent Full-Time
HOURS OF DUTY	76 hours per fortnight
CONDITIONS OF EMPLOYMENT	Geelong Regional Library Corporation (GRLC) Enterprise Agreement No 7 (2017) and its successors
OCCUPANT	Vacant
APPROVED BY	Chief Executive Officer
DATE	9 February 2018

POSITION OBJECTIVES

Provide effective and efficient rostering and administrative services to support the provision of exemplary library services at the iconic Geelong Library & Heritage Centre (GLHC)

Review and ensure the timely and accurate provision of staff to support the daily branch roster

Maintaining the accurate and timely provision of Financial Management System purchasing, receipting and supplier detail support

Act as the point of contact for GLHC library staff in relation to rostering and leave requirements

Monitor and report on administrative practices, systems and processes and their documentation

Support the GLHC Branch Librarian and Assistant Branch Librarian in the delivery of library services as required

Develop and nurture positive relationships and partnerships with fellow staff members and relevant stakeholders

Actively promote the library as a dynamic and integral part of the community

Contribute to organisational objectives in accordance with approved plans, policies, procedures and guidelines

ORGANISATIONAL CONTEXT

The Geelong Regional Library Corporation is one of Victoria's largest library networks covering some 5,500 square kilometres providing library and heritage collection services to four councils: Borough of Queenscliffe, City of Greater Geelong, Golden Plains Shire and Surf Coast Shire.

The network comprises a central Geelong Library & Heritage Centre located in the heart of the Geelong Cultural Precinct, a group of fifteen Community Libraries in urban, rural and coastal locations, two mobile library services and a community library service.

ORGANISATIONAL RESPONSIBILITIES

Contribute to the achievement of the vision, mission and goals through the strategies and actions articulated in the Library Plan.

Adopt and model GRLC's values embodied in the service principles articulated in the Library Plan:

- Intellectual freedom
- Equity and access
- Community focus and engagement
- Innovation
- Collaboration
- Workforce support and development
- Integrity and service excellence
- Good governance.

To contribute to a creative, flexible and resilient Library Services and Customer Experience team and Geelong Regional Library Corporation team.

To work according to the Library's values and service principles through individual and team actions.

To take reasonable care for your own health and safety and that of others who may be affected by your acts or omissions in our workplace.

ORGANISATIONAL RELATIONSHIPS

Reports to: Branch Librarian GLHC

Directly supervises: N/A

Internal Liaisons: Library Staff

External Liaisons: Library users
Library suppliers
Council Staff

KEY RESPONSIBILITIES

1. Roster

Effectively and efficiently operate and maintain branch rostering requirements, print and distribute the daily branch roster

Act as the single point of notification for GLHC leave requirements

Organise shift coverage for staff absences/meetings in a timely manner

Make daily adjustments to roster based on operational requirements while taking into account staff leave, program changes, additional sessions/events, tours, training requirements etc

Monitor and confirm GLHC calendar events/activities are accurately incorporated into the roster

Incorporate and co-ordinate Work Experience Placement rosters as required

2. Administration

Maintain and order branch stationery requirements

Complete daily banking, income summaries and cash floats

Schedule and complete training for GLHC staff on daily cash register operations and EFTPOS reconciliations

Compile, print and distribute GLHC's daily communications and place as required

Contribute to Branch Librarian GLHC timesheet approval process by checking submissions against rosters contacting other branches for approvals as required

Review and implement effective and efficient administrative practices in support of continuous improvement processes

3. Building Services

In conjunction with the Assistant Branch Librarian, monitor cleaning services against standards, report and follow-up as required

Liaise with security contacts in relation to GLHC security access, issues, repairs and maintenance, follow-up as required

Act as point of contact in relation to building services requirements at the GLHC, record and report on building services requirements

Complete building services reports as required

4. Financial Management

Process purchase orders, invoices and complete other financial activities within guidelines to ensure the effective and efficient operation of the library branch

Process and monitor new supplier information for inclusion on the Financial Management System

Maintain accurate records of reimbursement of authorised petty cash claims, ensuring maintenance of the approved floats

Ensure accurate and timely receipt and banking of monies

Record, monitor and report on library consumables against budget making recommendations for consideration

5. People and Teams

Cultivate and maintain positive team relationships among colleagues and across all GRLC functions

In accordance with GRLC performance planning, development and review processes, participate in staff reviews and prepare an annual work plan to support organisational objectives

Contribute to the training and development of new staff regarding rostering and finance organisational requirements

Contribute to the successful operation of the library service by assisting colleagues and senior staff to meet organisational objectives, goals and strategies

Participate in meetings and staff development opportunities as required

Promote positive working relationships with key stakeholders such as Council staff, liaising as required regarding organisational matters

ACCOUNTABILITY AND EXTENT OF AUTHORITY

Accountable for the effective and efficient delivery of the key responsibilities outlined in this position description and has the authority to act on these responsibilities

Adhere to workplace policies and procedures with management advice readily available

Adhere to the Corporation's Privacy Policy and any associated legislation

Extent of authority is governed by Library Policy and Procedure

JUDGEMENT AND DECISION MAKING

Duties are carried out within a defined range of objectives, guidelines, procedures and policy

Selection of appropriate techniques may be required from the range available with timely guidance and advice always available

SPECIALIST SKILLS AND KNOWLEDGE

Proficiency in the use of information technology and software including Microsoft Office Suite, Intranet and Internet

Proficient keyboard skills

Well-developed literacy, numeracy skills and analytical and investigative skills

Well developed time management skills

Ability to research, analyse, comprehend and report on information

Ability to use automated library system and rostering software advantageous

Understanding of the role of public libraries in the community

MANAGEMENT SKILLS

Ability to manage time effectively, prioritise and plan own work to achieve library objectives

Ability to contribute to continuous improvement within GRLC's strategic and policy context

Proven ability to work independently and constructively as a flexible team member

An understanding of the organisational context, including procedures and policies relating to the library and the goals of GRLC

INTERPERSONAL SKILLS

Proficient interpersonal skills to solve problems and liaise with library customers, suppliers and colleagues

Proficient written communication skills to communicate with colleagues and library suppliers relating to the rostering, administration and finance aspects of the role

Ability to develop and positively maintain partnerships with key stake holders and staff and positively contribute to team harmony

Ability to liaise effectively and sensitively with a diverse community

QUALIFICATIONS AND EXPERIENCE

Relevant tertiary qualification in either library or administrative services or 4 years' administrative experience

Experience of working in a library environment, preferably in a public library setting, administering rosters

Current Victorian Drivers Licence

KEY SELECTION CRITERIA

Relevant library or business administration qualification or at least 4 years' administrative experience

Experience of working in a library environment preferably with demonstrated experience in the creation and communication of rosters

Proficient level of information technology skills including Microsoft Office Suite, use of the Internet, library management systems, rostering and financial management systems

Proficient key board skills with a high level of attention to detail

Ability to work effectively in a team-based environment as well as the ability to work independently

Well-developed interpersonal skills, proficient written communication skills and numerate

Current Victorian Drivers Licence

TERMS AND CONDITIONS

The Library Operations Officer is classified as a Band 4 within the Geelong Regional Library Corporation Enterprise Agreement 2017 and the current salary, based on a 38 hour week, is \$59,231 to \$63,954 per annum plus superannuation.

Vision Super scheme is the default fund determined in the Enterprise Agreement. Annual, sick and long service leave accruals apply pursuant to the Enterprise Agreement.

Appointment to this position is subject to the successful applicant being able to provide or willing to undergo Police and Working with Children Checks.

A six month probationary period applies.

SPECIAL CHARACTERISTICS

Physical work and manual handling is an intrinsic requirement of working in libraries. This includes standing for significant periods of time, continuous activity that involves movements such as lifting, bending, carrying and pushing.

JOB APPLICATION GUIDE

All applicants should carefully read the Job Application Guide located on the Employment Page of GRLC's website which provides further information and outlines the requirements when applying for a job with GRLC.

CLOSING DATE FOR APPLICATIONS

25 February 2018.