

Role Description

Children and Youth Librarian



Title	Children and Youth Librarian
Classification/Grade/Band	Band 3 Level 1
Group/Unit/Section	Connected Communities / Libraries Learning and Education / Strategy and Connection
Reports to	Team Leader, Library Outreach

Vision

A vibrant organisation doing great things

Purpose

To provide valuable services that strengthen and support the Central Coast Community

Values

Decisions, actions and behaviours are governed by our Corporate Values; Serve, Collaborate, Improve, Be Your Best and Be Positive. All employees have a responsibility to uphold and champion these values.

Primary Role Statement

In contributing to the overarching vision and purpose, the role of Children and Youth Librarian is responsible for developing and delivering a range of programs, services and resources to engage, inspire, educate and entertain children, from infants to young adults, and their carers.

The position of Children and Youth Librarian is required to provide quality customer service and create value for the community.

Key Duties and Responsibilities

- Plan, prepare and present programs and events for the children and youth on the Central Coast throughout the year, including school holidays;
- Contribute to a positive team environment. Working with all library staff and other areas of Council to deliver children and youth service focused programs;



- Provide excellent customer service both within the library branches and outreach in the community;
- Liaise with, advise and work with Branch Supervisors and staff to provide materials and training for children and youth services programs;
- Increase the awareness of literacy programs and services offered by the library service for Children and Youth, including digital literacy;
- Work and deliver programs at different locations across the Central Coast, both in library branches and offsite outreach activities;
- Assist in collection development that meets the information, education and recreational needs of children and youth in our community;
- Perform any other duties, tasks or projects the employer may assign, having regard to the incumbent's skills, training and experience.

Authority and Accountability

- Take care of your own health and safety and that of others. Comply with any reasonable instructions and apply Council's Safe Systems of Work consistent with the Responsibilities, Authorities and Accountabilities of your role;
- Policy and procedure are readily available but the Children and Youth Librarian is required to choose the appropriate processes. Unusual problems may be referred for clarity of policy and direction;
- Decisions affect the work and activities of others within the work group or team;
- The work of the Children and Youth Librarian influences the community within a specified service line through the application of technical skills or application of regulatory requirements;
- The Children and Youth Librarian complies with operational requirements in cooperation with or under the supervision of other employees. Other employees or members of the public may be affected by the employee's act or omissions;
- Identifies requirements as an input to budget development;



- Monitor budgetary spending within work area, against pre-determined targets. Weigh up options on a cost basis in order to make recommendations and continuously look for greater efficiency within work area.

Personal Attributes

- Be adaptable, flexible and focused when dealing with change;
- Represent Council honestly, ethically, professionally and lead by example;
- Be committed to achieving work goals and maintains motivation when tasks are challenging and actively seek feedback from colleagues and stakeholders;
- Be responsive to the input of others and works to understand their perspectives.

Interpersonal Skills

- Listen to others and asks appropriate, respectful questions and adapts behaviour accordingly;
- Support and promote a culture of quality customer service identify and respond quickly and provides solutions to meet customers' needs;
- Build a supportive and cooperative team environment, share information and learning across teams and solve issues and challenges in collaboration with others;
- Respond to conflict without inflaming the situation and knows when to refer to a supervisor for assistance and/ or withdraw from a conflict situation.

Business Enablers and Technical Skills

- Complete tasks to agreed budgets, timeframes and standards without guidance and contribute to the allocation of responsibilities and resources to ensure achievement of team goals;
- Understand the team/ unit objectives and responds proactively to changing circumstances and adjust plans and schedules when necessary;
- Identify issues that may impact on task completion and provides appropriate solutions;
- Understand delegations and act within authority levels;



- Exercise fiscally responsible behaviour and remain up to date with financial delegation processes;
- Support system improvement initiatives and embrace new technologies.

Team Work

- Recognise and acknowledge individual/ team performance;
- Monitor and use resources responsibly to achieve team objectives;
- Accommodate changing priorities and respond flexibly to uncertainty and ambiguity.

QUALIFICATIONS

Essential

- Degree qualification in Library Science or related field OR demonstrated solid contemporary experience in a similar role, combined with ongoing professional development;
- Current Working with Children Check;
- Current Class C Driver's Licence.

Desirable

- Eligibility for professional membership of the Australian Library and Information Association (ALIA);
- Current First Aid Certificate (HLTAID 003).

EXPERIENCE

- Demonstrated understanding of contemporary library service delivery including collaboration with other sections of the Council, education groups and community organisations;
- Demonstrated experience working directly with children and youth to drive engagement;
- Experience in resource selection, collection building, readers advisor and knowledge of children and youth print and digital requirements;



- Proven strong customer service ethos and a demonstrated customer-centric approach to service provision;
- Experience in the development, preparation and presentation of children and youth programs and resources, including on-training as required;
- Demonstrated ability to be flexible and work independently and in a team;
- Demonstrate well developed time management, problem solving and conflict resolution skills.

Key Relationships

Internal	External
Section Managers/Team Leaders	Members of the Public/residents/ratepayers
Other Council employees (not including direct reports)	Educational institutions – eg day care centres, preschools, schools
	Community Organisations – service clubs etc
	Local Business

