

Position Description

Library Technician

Division	Corporate and Community
Business Unit	Library Services
Location	Yass Valley Library
Position Number	271002 271007
Award Band	Administrative Technical, Band 2 Level 1
Classification/Band	Grade 8
Remuneration	Entry \$61,895.60 to Step 3 \$66,847.66 per annum, plus 11.5% Superannuation
Conditions	Permanent Full Time, working 35 hours a week with a 9-day fortnight.
Date position description approved	May 2019

Council Overview

Yass Valley Council is a local government organisation employing over 150 staff and with an annual budget of \$30 million. Yass Valley Council (YVC) is managed by the Chief Executive Officer and three Directors. This management team ensures the continued delivery of excellent services and optimum infrastructure to residents and visitors. The three Directorates of YVC are Corporate and Community, Planning and Environment, and Infrastructure and Assets.

The Corporate & Community Division comprises of Finance, Human Resources, ICT, Governance & Risk, Customer Service, Community & Economic Development, Library Services, and Media & Communications. The role of Library Technician is located within the Library team.

Council Vision

To build and maintain sustainable communities while retaining the region's natural beauty.

Council Values



Primary Purpose of the Position

Maintain operational and technical aspects of the Yass Valley Library Service with a focus on building and maintaining strong relationships between Council and the community.

Key Accountabilities

- Deliver library and information services under the key pillars of; information access services, reference and readers' advisory service, as well as outreach and support programs to patrons.
- Provide guidance and support to Library Assistants to ensure the effective and efficient delivery of a customer focused service.
- Contribute to the development of strategic and operational planning and reporting including budget and project management.
- Maintain library management system (LIBERO).
- Acquisition of print and non-print materials.
- Work collaboratively and contribute within regional forums including South East Zone Consortium and State Library NSW working groups as required.

Key Challenges

- Promoting and delivering innovation and excellence within budget and resource constraints.
- Managing the needs of external stakeholders within the constraints of the local government environment.
- Providing a library service that enables equitable access to information and programs.

Key Internal Relationships

Who	Why
Coordinator	Receive guidance and support, provide advice and exchange information.
Library Assistants	Provide guidance, support and advice.

Key External Relationships

Who	Why
Library Patrons and Wider Community	Communicate, engage and inform on services provided by the library.
Suppliers	Assist coordinator to negotiate contracts, standing orders and service agreements.
Other Public Libraries	Develop and maintain relationships. Provide and receive updates on regional issues affecting NSW Public Libraries especially within the South East Region.

Key Dimensions

Decision making

The position exercises autonomy within defined parameters of Council's policies and procedures.

Reports to

Coordinator Library Services

Budget (operating and capital expenditure)

Nil

Essential Requirements

- Certificate III in Library/Information Services with at least three years' experience in undertaking technical tasks within a library environment.
- Current Working With Children Check Number
- A current class 'C' driver's licence.

Approval History

Stage	Date	Comment	MagiQ Reference
Approved	May 2019		313101

Ownership and Approval

Responsibility	Role
Author	Coordinator Library Services
Approver	Director Corporate & Community