STATEMENT OF DUTIES

Librarian Grade 1

CLASSIFICATION Librarian Grade 1

ORGANISATIONAL UNIT Library

LOCATION Various

PRIMARY PURPOSE OF POSITION

Provide professional library services and assist in the development, delivery, promotion and evaluation of a frontline, customer-focused library and information service that supports the educational goals of the Institute. These duties are performed individually or co-operatively as part of a team or as a leader of a small non-hierarchical team.

KEY ACCOUNTABILITIES

- Contribute to the development, delivery and promotion of library and information services, working individually or co-operatively as a member of a team or as a leader of a small non-hierarchical team to provide a reliable, professional library and information service.
- Provide quality library services in the areas of reference and research, circulation, and interlibrary loans to meet the information needs of customers.
- Liaise with educational staff to provide appropriate library services and resources to support the teaching and learning needs of customers.
- Deliver information literacy skills programs for students and staff to support educational delivery and promote lifelong learning.
- Deliver specialised training to customers in the use of eResources and technology to foster the development of skills for lifelong learning.
- Participate in the assessment, development and implementation of current and emerging electronic library resources, technologies and services to support the educational goals of the Institute.
- Contribute to collection development, evaluation and maintenance to ensure that customers have access to the resources they need.
- Assist in the marketing of college library resources, facilities and services to ensure all customers are aware of and have access to the essential educational products and services to support their learning.
- Participate in the stocktake process to maintain a quality library collection and ensure compliance with TAFE NSW policy and audit requirements.
• Assist in the review and implementation of library operating procedures to facilitate a skilled, quality library team.
• Undertake other duties relevant to the position as required.

SELECTION CRITERIA

1. Degree or post-graduate qualification in library and information studies and/or eligible for associate membership (LIS) of the Australian Library and Information Association.
2. Demonstrated commitment to and ability to provide frontline, customer-focused library and information services, including reference and research.
3. Sound knowledge of library and information service concepts, principles and theory, and a sound understanding of library systems, practices and procedures.
4. Ability to perform and prioritise operational and collection maintenance tasks and assist in developing procedures related to library information services and systems.
5. Understanding of the principles and practice of information literacy and the ability to provide instruction in the use of a range of information sources.
6. Information technology skills and awareness of emerging technology and educational trends, including use of social media.
7. Well-developed communication and problem solving skills.
8. Ability to use initiative, work independently and as an effective team member.