



Position Description

Role:	Library Information Technology Officer
Department/Section:	Community Development/Library Services
Reports to:	Team Leader Library Resources
Responsible for:	Nil

WORKING AT MOSMAN COUNCIL

Members of the Mosman Council staff team are expected to be:

- Ethical
- Excellent communicators
- Committed to customer service
- Technically and professionally competent, with a pride in keeping their knowledge current
- Focussed on solutions
- Team players

MAIN PURPOSE

The position is responsible for the effective operation of the Library's Information Technology systems, including the Library Management System (Mosman Library Service is a member of the Shorelink Library Network), RFID system and public access IT and digital services. This includes staff training, troubleshooting of system problems and liaison with the Shorelink Co-ordinator and with Council's IT Team.

The position is also responsible for the administration of Council's Digital Asset Management System, and for assisting in maintaining and updating Council's web properties.

KEY RESPONSIBILITIES

- Operation and maintenance of Library IT resources including:
 - public access Internet and wi-fi services
 - RFID system
 - Print Management and Booking system
 - Electronic resources and databases
 - The Creation Space equipment and resources
- Library Management System:
 - liaison with the Shorelink Network Coordinator and key staff in the Shorelink libraries & the system vendor (currently AIT/Aurora)
 - creation of reports, statistical data, documentation
- Administration of Council's Digital Asset Management System (Cumulus)
- Assistance to Web Team with maintenance and updating of Council's web properties
- Staff training on the Library's Information Technology systems and equipment
- Provision of quality information and lending services to the Library's clients
- Assistance to Council's IT Team with installation of new equipment and troubleshooting of IT problems
- Provide support to other functions of the Library Resources Section as directed by the Team Leader
- Proactively support the technical innovation of the Library team service keeping abreast of emerging industry trends
- Promptly and accurately register incoming correspondence and information that requires an action or represents official business into Council's electronic Corporate Information Management System (ECM) in accordance with approved protocols and standards
- Ensure all work is carried out in accordance with legislative, industrial and Council policy requirements and standards in the area of Equal Employment Opportunity
- Act lawfully, honestly and exercise a reasonable degree of care and diligence in carrying out your functions and comply with our Code of Conduct and Prevention of Fraud and Corrupt Conduct Policy

OTHER DUTIES

Other duties may be allocated by the Supervisor or Manager. These will be in accordance with the employee's range of skills, competence, training and /or experience or be part of a training/development plan.

WORK HEALTH AND SAFETY RESPONSIBILITIES

As an employee of Mosman Council you must:

- Take reasonable care for your own health and safety
- Take reasonable care that your acts or omissions do not adversely affect the health and safety of other persons
- Comply, so far as you are reasonably able, with any reasonable instruction that is given by Mosman Council (to comply with its responsibilities under the *WHS Act*)
- Co-operate with any reasonable policy or procedure relating to health or safety at the workplace that has been notified to workers
- Participate in training, emergency response rehearsals and reviews
- Keep the workplace safe, clean and tidy
- Cooperate with safe work method statements, standard operating procedures and controls
- Report all incidents, near misses and injuries
- Report hazards
- Undertake rehabilitation and return to work program requirements, where required
- Wear and maintain provided Personal Protective Equipment (PPE)
- Cooperate with Site Safety Rules
- Actively participate in any other safety activities

SKILLS AND COMPETENCIES - Selection Criteria

Essential:

- Tertiary qualifications in Library/Information Science or equivalent relevant qualification
- Experience with operation and maintenance of Library Management Systems and Library IT equipment, including public access internet and wi-fi, PC booking systems, RFID systems
- Experience with web technologies, including HTML and CSS, and with using a Content Management System (CMS) to update websites
- Experience with operation of digital asset management systems
- Specialist knowledge of and experience with electronic resources
- Excellent written and verbal communication skills
- Demonstrated commitment to quality customer service and teamwork
- Technically and professionally competent, with a pride in keeping knowledge current
- Ability to meet deadlines and work under pressure
- Well developed judgement and problem solving skills, a focus on solutions, flexibility, being proactive and using initiative

Desirable:

- Demonstrated experience of writing for the web
- Demonstrated knowledge and experience in the use of social media tools including Twitter, Facebook and Instagram
- Ability to record and maintain accurate information within the Corporate Information Management System in accordance with organisational procedures and protocols
- Understanding of WHS issues in the workplace and EEO principles
- Current Class C driver's licence

Conditions of Employment

Mosman Council operates under the *Local Government (State) Award 2020*.

Hours:	140 hours over a 4 week period across a 7 day spread of hours
Status:	Full-time
Qualifications:	Tertiary qualifications in Library/Information Science or equivalent relevant qualification
Commencing Salary / Range:	Group F Council Salary System plus Superannuation Band 2, Level 3 to Band 3, Level 2
Position Approved By:	Director Community Development
Approved Date:	December 2020

Employee only:

I have read and understand the contents of this position description and undertake to meet the responsibilities in an appropriate manner.

Employee's Name (printed).....

Employee's Signature Date.....