

## Community Librarian

### East Kimberley College

<b>Position number</b>	00028373
<b>Agreement</b>	Public Sector CSA Agreement 2021 or as replaced
<b>Classification</b>	Specified Calling Level 3
<b>Reports to</b>	Principal (School Administrator Level 6)
<b>Direct reports</b>	Various library support staff

#### Context

The Kununurra School Community Library is jointly funded by the Department of Education and the Shire of Wyndham East Kimberley (the Shire). The library is situated on the East Kimberley College site and provides library and information services to the students of East Kimberley College, residents, members of and visitors to the Shire. The Kununurra School Community Librarian provides an information service for all client groups and manages the facility under the direction of a management committee. This committee represents the interests of all client groups. A Memorandum of Understanding details the parameters of the library operations.

The role of the Kununurra School Community Librarian is to manage the resource and information services of the joint-use facility, provide user education program for all client groups and develop, coordinate and manage community engagement initiatives, events and activities that promote information literacy and literature.

A strong school and community focus is based on:

- development of a sense of ownership, pride and belonging
- strong parental and community involvement in the educational program and pastoral care of students is promoted, frequent and positive links with the community are envisaged
- shared facilities for community use through a close relationship with Shire of Wyndham East Kimberley Planning and Community Development personnel is encouraged
- access to a wide range of learning technologies is provided
- The school community librarian will be expected to work to and within the ethos and philosophy set by the school and the community as outlined above.

Information about East Kimberley College is available on [Schools Online](#).

Further information about the Department of Education is available at [education.wa.edu.au](http://education.wa.edu.au).

## Key responsibilities

- Provide a library information service for students, teachers and members of the public.
- Develop and implement programs in information skills and literature promotion in collaboration with the teaching staff and community groups.
- Provide a reference information service for students, teachers and members of the public.
- Develop and maintain a collection of materials appropriate for each client group.
- Manage the library's technology and the systems related to processing, cataloguing and circulation.
- Supervise community library programs.
- Supervise and allocate duties to community and school library support staff.
- Manage the budget and prepare submissions.
- Oversee the maintenance of financial records and statistics and reports as required by the Management Committee, the Shire, the State Library of Western Australia and the Principal.
- Supervise display and publicity activities.
- Serve as an executive officer to the Library Management Committee.
- Supervise small groups of students outside lesson times or in class learning activities.
- Develop and foster community links to support community input and involvement with the library.
- Develop and maintain current knowledge of the Curriculum for application to the community library
- Monitor and manage staff leave entitlements to ensure accrued leave is cleared within a reasonable timeframe and in accordance with relevant awards, agreements and Departmental policy.
- Manage staff performance in accordance with the Public Sector Performance Management Standard and Departmental policy.
- demonstrate effective public relations skills and the ability to foster team work, to effectively manage, support and develop staff
- Develop, implement and review strategic and operational plan to support continuous improvement in library services and programs.
- Collaborate with the school and Shire to seek sponsorship funding for developing events and initiatives to promote library usage.

## Selection criteria

1. Demonstrated experience and ability in developing and delivering integrated information skills and literature programs in a library environment
2. Demonstrated highly developed skills in library management systems and other computer applications.
3. Demonstrated leadership skills in managing human, physical, financial, technological and information resources.
4. Demonstrated highly developed communication and interpersonal skills and the ability to liaise with stakeholders and provide a customer-focused service.
5. Demonstrated ability to identify client needs and expectations and provide a flexible and responsive service, including the coordination of events to promote literacy and library usage.

## Eligibility and training requirements

Employees will be required to:

- possess a relevant tertiary qualification and be eligible for Associate membership of the Australian Library and Information Association
- obtain a current Department of Education Criminal Record Clearance prior to commencement of employment
- obtain or hold a current Working with Children Check
- complete the Department's induction program within 3 months of commencement
- complete any training specific to this role required by Departmental policy
- complete the Department's training in Accountable and Ethical Decision-Making within 6 months of appointment
- complete the Department's Aboriginal and Torres Strait Islander cultural awareness online course within 3 months of commencement.

## Certification

The details contained in this document are an accurate statement of the responsibilities and other requirements of the position.

## ENDORSED

Date 15 December 2022  
Reference D22/0836475