

LIBRARY OFFICER
POSITION DESCRIPTION

Position Title	Library Officer
Directorate	Community Services
Department	Community and Cultural Services
Position No.	66,727.00
Classification	Level Three (3)
Awards Stream	Queensland Local Government Industry (Stream A) Award - State 2017
Reports To	Program Leader - Libraries
Last Review Date	October 2026

ORGANISATION SUMMARY:

OUR VISION:	Helping to energise the world. A region that feeds, powers and builds communities, now and for the future.
OUR GOAL:	To pursue long-term sustainable futures for Isaac's communities.
OUR VALUES:	Community Focus Teamwork Caring Positive Work Ethic

We're a region unique in charm and a character-growing attraction for many keen to explore the road less travelled. It's a place where traditional country qualities live on within modern, vibrant communities.

Isaac Regional Council plays a role to ensure our communities have a long sustainable life, so it continues to be a great place to raise a family and to find new or old passions.

Our public spaces are valued and activated, our communities' lifestyles and wellbeing are prioritised, and our individual and collective identities are celebrated.

We need to use new ideas in everything we do because of the fast changes happening all over the world.

This helps us deal with changes and provide the best service. As a Council, we will continue to maintain a clear and balanced vision for the future that shapes all our decisions as we feed, build and power communities.

DEPARTMENT SUMMARY:

The Community and Cultural Services area is one of five (5) departments making up the Community Services Directorate and is responsible for leading Council's functions across our primary interfaces with communities, through our network of Community Hubs and our community development and engagement programs.

The purpose of Community and Cultural Services Department is to deliver excellence in how communities relate to, engage and do business with Council, through a network of purpose-built and integrated Community Hubs that deliver first-point-of-contact customer services, transactions, museum and library services, as well as contemporary relationship building and engagement practice, events and community development programs which are highly attuned to the needs and aspirations of Isaac communities.

POSITION SUMMARY:

The Library Officer is a dedicated library services position providing operational coordination, administrative and specialist support to the Program Leader - Libraries and Council's Community Hubs network.

The position supports the consistent implementation of library programs, services, resources, collections, systems and initiatives across Council's seven Community Hubs.

Working under the direction of the Program Leader - Libraries, the position contributes to library service planning, program coordination, collection activities, reporting, resource development, digital library services and continuous improvement.

DUTIES:

- Coordinate Council's library program calendar and resources across the seven Community Hubs, including preparation of program resources, supporting materials, promotional information and activity plans for delivery by Frontline Service Officers.
- Support the Program Leader Library Services in the implementation of library service plans, programs, projects, procedures and initiatives across the Community Hubs network.
- Provide operational library support and guidance to Frontline Service Officers, including assisting with library processes, resources, program materials, online services and Library Management System enquiries, escalating complex matters to the Program Leader as required.
- Coordinate network-wide library initiatives and campaigns, such as school holiday programs, First 5 Forever/early literacy activities, reading challenges, author activities, Library and Information Week and other agreed library initiatives.
- Support collection management activities under the direction of the Program Leader - Libraries, including collection reviews, stock evaluation, recommendations, deselection/weeding activities, collection promotion and monitoring community demand and usage trends.
- Monitor and collate library statistics and program data, maintaining accurate records and assisting the Program Leader with State Library reporting, funding requirements, service evaluation and other Council reporting.
- Prepare and maintain library procedures, templates, program resources, staff information and supporting documentation to promote consistent library service delivery across all Community Hubs.
- Support implementation and use of library technologies, digital resources and online services, including developing resources and providing practical support to Frontline Service Officers.
- Assist with library communications and promotion, including preparation of content relating to programs, collections, resources and library services in accordance with Council processes.
- Research contemporary public library practices and emerging community needs and provide information and recommendations to the Program Leader to support continuous improvement.
- Assist with library projects, grants, partnerships and service initiatives, including research, administration, documentation and implementation activities.

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- Travel throughout the region as reasonably required to support consistent library services across the Community Hubs network.

KEY COMPETENCIES:

Qualifications

Mandatory – this role requires the possession of:

1. C Class Open Australian Drivers Licence.
2. Working with Children Blue Card.

DELEGATED AUTHORITY AND ACCOUNTABILITY:

Delegations as detailed in Council's Delegation of Authority register.

EXTENT OF AUTHORITY:

Position exercises a degree of autonomy and works under general direction with the freedom to act within established policies practices. The position must understand that their powers are limited to their delegated authority and know and comply with any authority and obligation that comes with their powers.

CERTIFICATION:

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

	EMPLOYEE	DEPARTMENT MANAGER
Name		
Signature		
Date		

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