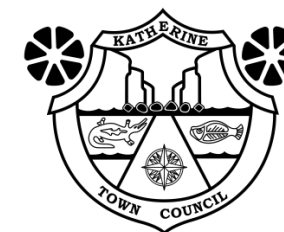


| | |
|--|---|
| Position Title: Library Program Coordinator | Position Number: 028 |
| Department: Corporate and Community Development | Accountable to: Manager – Library Services |
| Responsible for the supervision of: | N/A |

KATHERINE TOWN COUNCIL
POSITION DESCRIPTION



| VALUES | MISSION |
|--|---|
| Service Responsiveness Involvement Responsibility Equity Accountability | To provide a sustainable and prosperous environment for the people of the Katherine Region through growth, opportunity and tolerance. |

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|----------------------|--|
| RESULTS | We are dedicated to serving our community and will listen to and proactively respond to their needs. |
| RELATIONSHIPS | We will partner with our community and our stakeholders to create sustainable honest relationships. |
| REASONS | We deliver results that align with our strategic direction and serve our community |

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| PURPOSE | <i>Responsible for the provision of consistent, high quality customer service in all aspects of the Katherine Public Library's services.</i> |
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| KEY RESPONSIBILITIES |
|--|
| <ul style="list-style-type: none"> • Provide high quality customer service to Library patrons; • Responsible for the planning, preparation and conducting of Library activities and programs; • Assist in the development of marketing material; • Operate relevant software systems; • Maintain order of the Library collection; • Receive and balance financial transactions as required and in accordance with Council procedures; • Assist in the implementation of the Katherine Town Council's Local Counter Disaster Sub-Plan in the event of a disaster; • Other responsibilities as shall be reasonably associated with or incidental to the above responsibilities or as shall, in the course of the employment, be agreed between the parties as being or forming part of the duties. |

LEVEL OF RESPONSIBILITY

- Work performed is within general guidelines. May supervise work or provide on-the-job training, based on their skills and/or experience, to employees of the same or lower levels. Responsible for leading employees in operations duties of administrative or technical skills.
- The nature of the work is clearly defined with procedures well understood. Tasks performed may involve selection from a range of existing techniques, systems, equipment, methods or processes. Guidance is available from more senior staff.
- Knowledge and skill obtained through on-the-job training and workplace induction training. May include off-the-job training through accredited short courses.
- Provide employees with on-the-job training, guidance and basic knowledge of workplace policies and procedures. Employees may lead small groups of employees at the 'work face'.
- Employees at this level require communication skills to enable them to effectively communicate with clients, other employees and members of the public and in the resolution of minor matters.

SELECTION CRITERIA

- Good interpersonal and communication skills with the ability to relate to a wide variety of client groups.
- Ability to plan and implement activities and programs related to the libraries services.
- Average keyboard skills.
- Good literacy and numeracy skills.
- Ability to work cooperatively as a team as well as unsupervised.
- Basic knowledge of the principles of customer service.
- Basic knowledge of word processing packages.

ESSENTIAL:

- A current Northern Territory driver's C class licence

DESIRABLE:

- Relevant Certificate qualification.

ORGANISATIONAL RELATIONSHIP

The position's reporting and team membership is in accordance with the Council's organisations chart.

DELEGATION

Delegations are in accordance with the latest *Instrument of Delegation of Powers and Functions*

PERFORMANCE STANDARD

The extent to which the stated key responsibilities are achieved in both the position description and personal performance work plan.

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|-------------|-------------------------|
| PREPARED BY | Chief Executive Officer |
| DATE ISSUED | October 2017 |
| SUPERVISOR | Chief Executive Officer |
| APPROVED BY | Chief Executive Officer |