COOLAMON SHIRE COUNCIL
POSITION DESCRIPTION

Position:	**MOBILE LIBRARY OPERATOR**
Status:	Full Time
Hours:	Average 140hrs per month
Reports to:	Digital & Engagement Coordinator
Directorate:	Corporate and Community Services – RRL
Supervises:	Nil
Award/Grade:	Local Government (State) Award CSC Salary System – Band 2, Level 2, A to H
Relationships:	RRL Digital & Engagement Coordinator, Mobile Library Relief Staff, All RRLAC Staff, RRL Branch Library Staff, Suppliers, Volunteers, Community Members

Position Summary

To coordinate the RRL Mobile Library service and ensure the delivery of efficient and reliable mobile library services to participating Councils and their constituents.

Key Responsibilities

- Operate and maintain the Mobile Library vehicle and equipment including developing and administering maintenance schedules.
- Provide a high level of customer service to all mobile library users.
- Administer circulation of library materials through the Library Management System software.
- Comply with NSW road rules and drive safely at all times.
- Coordinate and support Mobile Library relief staff.
- Provide input into the development and review of mobile library service schedules.
- Undertake stock management of the Mobile Library collection.
- Research and advise on improvements for Mobile Library operations.
- Recommend programming and promotional strategies to meet the needs of communities served.
- Provide regular reports on various aspects of the mobile library service as required.
- Compile and report on Mobile Library statistics as required.
- Ensure service level agreement obligations with branch libraries and member Councils are met.
- Administer Work, Health & Safety requirements associated with the mobile library service.
- Develop and maintain documentation for Mobile Library operations.

Position Criteria

Essential Qualifications, Licences and Experience

1. Current Class HC Driver's Licence.
2. NSW Working With Children Check Clearance.
3. Demonstrated experience relevant to the role including operating and maintaining a heavy articulated vehicle.
4. Demonstrated ability to deliver quality customer service, contribute to service improvements and adapt to change.
5. Demonstrated ability to work effectively independently.

Desirable Qualifications, Licences skills and Experience

1. Demonstrated experience in the use of computer applications, including Microsoft Office and other relevant software packages.
2. Demonstrated time management and planning skills.
3. Sound communication (oral and written) and interpersonal skills.
4. Demonstrated understanding of Equal Employment Opportunity and Work Health and Safety requirements relevant to the role including risk assessment of activities and tasks.

This description presents the major responsibilities required for this position. Council may direct the employee to carry out such activities that are within the limits of the employee's skill, competence and training as per Clause 9 of the Local Government (State) Award 2023.

Organisational Responsibilities

Code of Conduct
It is important that all employees act in a manner that enhances community confidence in Council. Whilst on duty, employees are to give the whole of their time and attention to the business of Council. Employees are required to carry out their duties conscientiously, honestly, fairly and impartially. Employees are required to comply with Council's Code of Conduct at all times.

Values
All employees are expected to uphold, promote and behave in a manner consistent with Council's values. Through a collaborative approach and a strong commitment, the values will support Council's mission and guide the organisation in achieving its vision.

Equal Employment Opportunity, Diversity & Inclusion
Coolamon Shire Council is committed to the development and implementation of its Equal Employment Opportunity Management Plan which is designed to develop a more creative and skilled workforce to provide better services to the community.

Coolamon Shire Council is committed to an inclusive culture where diversity of thought and background is valued. We appropriately encourage maintenance of cultural identity while sharing common ideals and promoting equality of opportunity. This supports every person and team to excel, and enables innovation to continuously improve our delivery of services.

Council Policies, Guidelines and Procedures
Employees are required to comply with Council Policies, Management Guidelines and Procedures.

Work Health and Safety
Council has a duty of care under Work Health and Safety Legislation to ensure, so far as is reasonably practicable, the health and safety of workers. This includes requirements to eliminate or minimise risks to health and safety. To minimise risk and assist in protecting workers in employment at Council, workers are required to meet the inherent requirements of the position.

I have read and am satisfied that I have understood the contents of this Position Description. While this position description reflects the current duties and responsibilities, it is not be interpreted as all inclusive. It may be subject to review from time to time.

Employee Name: _____

Employee Signature: _____

Witness: _____

Date: _____