Section Manager Libraries

Rewrite the future of libraries on the Central Coast. Lead contemporary library services that connect our community with information, culture and lifelong learning.

- Lead library branch and outreach services across the Central Coast
- Build a customer-focused team driving innovation and lifelong learning
- Leaseback vehicle or vehicle allowance included

About the role

As Section Manager Libraries, you will report to the Unit Manager Libraries and Education and provide strategic and day-to-day leadership of Council's branch libraries and outreach services. You will guide a team of professionals to deliver collections, programs and services that respond to the information, recreation, cultural and lifelong learning needs of our changing community. You will contribute to the Library Strategic Plan, manage budgets and resources, and build innovative partnerships that improve participation and deliver value for the community.

Applicant Profile

To be successful in this role, you will have:

- A degree qualification in Library and Information Science or a relevant field, OR demonstrated solid contemporary experience managing library service operations, combined with ongoing professional development.
- Eligibility for professional membership of the Australian Library and Information Association and a current Class C Driver's Licence.
- Extensive experience managing library service operations and associated teams in a large organisation, with proven success developing teams focused on quality outcomes and customer service.
- Demonstrated experience in strategic thinking, developing and promoting innovative projects and programs, and driving continuous workplace improvement.
- Extensive knowledge of public library principles and practices, relevant legislation and guidelines, and technologies that support contemporary service delivery.
- Strong financial, analytical and project management skills, including the ability to manage budgets, interpret statistical data and oversee resources responsibly.

- Strong communication, negotiation and stakeholder engagement skills, with the ability to lead change, build partnerships and promote safe, inclusive services.

A Certificate III or above in Business Management and local government experience are desirable.

Offer Details

The commencing salary for this position is up to $140K per annum. Central Coast Council also provides progression opportunities for employees to progress up to the maximum salary of $162K per annum on completion of assessment of skills and/or performance plus 12% superannuation

- We have a permanent full-time position
- This role will be able to access a 19 day month
- We are able to offer hybrid and flexible working conditions for this role

A leaseback vehicle is provided in this role for official duties and private use and your choice of vehicle will be provided when one becomes available in accordance with Council's Vehicle Policy. In the meantime, either an alternate pre-used vehicle or a vehicle allowance of $207.31 per week is temporarily applied for this position due to ongoing issues with supply for new vehicles.

Want to know more?

The contact person for this role is **Beth Burgess, Unit Manager Community and Culture.** You can contact **Beth** on **0428 241 179**.

This position will close for applications at **midnight on Sunday 22 November 2026.**

We will not accept unsolicited resumes or applications being presented by recruitment agencies.



Extra benefits

At Central Coast Council we provide team members with a range of extras that help them balance their life when they need it. Fitness Passports give access to a range of gyms. And an Employee Assistance Program that offers a range of wellbeing initiatives to help you and your immediate family.

Other extras include:

- Long service leave after 5 years of continuous service
- Free flu vaccination program
- Time provided for you to do annual skin cancer screening, Breast screen and blood donations
- Access to professional development with career development and learning programs through various platforms
- We reward and recognise our staff with our Cheers program
- Novated leasing partnerships.

Central Coast Council is ideally located on the northern fringe of Sydney and just an hour's drive from Newcastle, the Central Coast offers one of the best places in Australia to live and work. The Central Coast is one of the fastest growing regions in NSW, the third largest Local Government Area (LGA) in NSW and the 6th Largest LGA in Australia.

Central Coast Council is committed to the goals of equal opportunity employment. We aim to provide a work environment for our employees that fosters equity, diversity and respect.

Council is committed to providing safe environments that protect the physical, emotional, cultural and social wellbeing of children on the Central Coast.

Council may create an eligibility list from this recruitment process and may utilise this eligibility list to fill other permanent or temporary vacancies.

How to apply

We have put together some additional resources to help you apply for a role at Central Coast Council.

By completing and submitting this online application you confirm that any information that you provide in this application is true and correct and acknowledge that any offer of employment may be withdrawn should the information that you have provided in support of your application be shown to be false.

You also consent to employment screening checks being conducted where appropriate. This may include associated checks including reference checks, Working with Children Check, Entitlement to Work in Australia, employment history and an Australian Federal Police Check, as well as substantiation of educational qualifications, industry memberships, previous Central Coast Council employment history and association with professional bodies.

You also acknowledge that you will be required to provide proof of eligibility (including photo identification) to work in Australia if selected for an interview.

To lodge your application, please follow these steps:

1. Click to apply
2. Answer the online questions
3. Attach your resume
4. Attach your qualifications and licences.

Once your application is successfully lodged you will receive an automated response sent to your e-mail address. If a response is not received this means that your application has not been successfully submitted and you will need to lodge another application.

If you require assistance to lodge your application please contact our Talent Acquisition team by emailing recruit@centralcoast.nsw.gov.au to discuss what reasonable adjustments you may need. If you are deaf, hearing or speech impaired, you can contact us through the National Relay Service TTY call 133 677 or Speak & Listen 1300 555 727.

Applicants who are selected for interview will be contacted by phone or e-mail.

You will have the ability to save your application as you go using the 'Save Application' button. You can start an application and return to it later via the automatic follow-up email once you have the time and required information at hand to finalise your application.

If you don't have access to a computer or electronic device, you can lodge your application at any of Council's Library locations. Pre-book a free 1-hour computer timeslot by contacting your nearest library https://www.centralcoast.nsw.gov.au/libraries/our-branches or ask at the enquiry counter.



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