



Position Description

Position Title:	Senior Library Assistant
Position Code:	1336
Basis of Employment	Full Time – 35-hour week (includes rostered weekends)
Classification:	Grade 9
Reports to:	Manager Community Development and Services
Location:	Bland Shire Council, Shire Street West Wyalong
Date Position Approved:	November 2025

Primary Purpose of the Position

To facilitate the delivery of high-quality library services, programs and community engagement activities across Bland Shire. The position is responsible for overseeing day-to-day library operations, supervising staff, managing resources and budgets, and make sure library services meet community needs, legislative requirements, and Council's strategic objectives.

Primary Responsibilities

- Oversee the efficient operation of Council's library services, including customer service, circulation, reference, digital access, and programs.
- Lead and supervise library staff, fostering a collaborative and customer-focused team environment that promotes learning, innovation and community participation.
- Develop and coordinate a diverse range of library programs and events, including children's storytime, author visits, exhibitions, digital literacy sessions and outreach activities.
- Manage and maintain the library collection, including acquisitions, cataloguing, weeding, and digital resources to ensure a relevant and balanced collection that reflects community needs.
- Monitor and evaluate service delivery to facilitate efficiency, effectiveness and alignment with Council's Community Strategic Plan as it relates to Library services.
- Support and promote digital access by assisting staff and customers with technology use, online resources and emerging platforms.
- Provide input into operational budgets, performance reports and statistical returns as required.
- Maintain the library facility as a welcoming, safe and inclusive space to support a positive customer experience.
- Maintain compliance with relevant legislation including the Library Act 1939 (NSW), State Records Act 1998, and Child Protection (Working with Children) Act 2012.
- Work collaboratively with other community service staff to meet the needs of the Bland Shire Community.
- Build and maintain partnerships with community organisations, schools, cultural groups and regional networks to enhance service reach and community engagement.
- Lead continuous improvement initiatives, identifying opportunities to strengthen programs, systems and staff capabilities.
- Uphold Council's values by acting professionally, supporting a safe and inclusive workplace, and ensuring compliance with all policies and procedures.
- Follow all Council WHS policies and procedures, work safely, report hazards and incidents and use PPE as required
- Carry out other duties that are within the limits of employee's skills, competence and training.

Essential Criteria

- Tertiary qualification in Library and Information Services or equivalent experience in managing public library operations.
- Demonstrated experience in staff supervision and leadership in a customer-focused environment.
- Proven ability to plan, implement and evaluate library programs, events, and community engagement activities.
- Strong understanding of public library collection development, digital services, and emerging technologies.
- Excellent communication and interpersonal skills, with a commitment to inclusive and accessible service delivery.
- Demonstrated ability to manage competing priorities, budgets, and reporting requirements.
- Current Working with Children Check and Class C Driver Licence.

Desirable Criteria

- Experience in a local government environment.
- Knowledge of State Library reporting frameworks and public library standards.
- Experience in marketing, outreach, or community education program development.
- Qualification or training in leadership, management or community development

WHS & EEO

- Demonstrates a strong commitment to WHS and EEO promoting a positive, safe and inclusive workplace that aligns with Council's values.
- Read and comply with all WHS policies and procedures.
- Report hazards and incidents promptly.
- Use PPE as required and ensure safe working practices for self and others.

Key Physical Requirements (Key = Occasional 1-33%, Frequent 34-66%, Constant 67-100%)

Constant standing and walking	Occasional stooping/bending/squatting.
Constant bilateral fine finger manipulations (keystrokes)	Occasional lifting/carrying <10kg
Frequent bending, reaching, shelving books	Occasional sitting (computer work)