



POSITION DESCRIPTION

PART 1 – POSITION DETAILS

Position Title:	Librarian
Classification Level:	QLGIA (stream A) – Division 2, Section 1- Level 2-3
Industrial Instruments:	Torres Shire Council Certified Agreement 2022
Date prepared/ Updated:	December 2025
Position Purpose:	To support the delivery of high-quality public library services to the community through the provision of reader advisory, collection management, community engagement programs, digital literacy support, and frontline customer service.
Reports To (Position Title):	Manager Corporate & Community Services
Roles Reporting to This:	Library Support Officer
Key Relationships / Interactions:	<ul style="list-style-type: none">• Manager Corporate & Community Services• Library Programs Officer• Mayor and Councillors• Members of the public• Stakeholders and other Government agencies• Other Council Staff both Internal and External
Decision Making Authority:	<ul style="list-style-type: none">• The Chief Executive Officer, in accordance with the provisions of the <i>Local Government Act 2009</i>, will delegate authority to exercise such powers, delegations and judgements as determined necessary from time to time to enable the effective fulfilment of the requirements of the position.• The position is accountable to the Manager Corporate & Community Services

PART 2 – KEY RESPONSIBILITIES

Key Result Area	Major Tasks
Job Specific Responsibilities	<ul style="list-style-type: none">• Provide professional customer service to the public including reference enquiries, reader advisory, and technology assistance.• Assist customers to access digital library resources, online databases, and council services.• Maintain a safe, welcoming, and inclusive library environment.• Support circulation desk duties, memberships, and library system transactions.• Participate in selection, acquisition, weeding and evaluation of library collections in line with council policies and community needs.• Catalogue and process new materials, including metadata creation and data maintenance in the Library Management System (LMS).• Monitor circulation trends and prepare collection usage reports as required.• Plan, deliver, and evaluate library programs and outreach activities, including literacy programs, author events, early years programs, and digital literacy sessions.



	<ul style="list-style-type: none"> • Build community relationships with schools, community groups, and partner organisations. • Contribute to marketing and promotion of library services through displays, social media content, newsletters, and community engagement channels. • Support maintenance of digital collections and databases. • Contribute to digital literacy training and workshops. • Ensure compliance with Council Policies, WHS requirements, and the Public Libraries Connect standards. • Maintain accurate records, reports, statistics and program documentation. • Assist in reviewing procedures, risk assessments, and service improvement processes. • Provide guidance and support to Library Assistants, volunteers, and casual staff.
Supervisory Responsibilities	Library Programs Officer
Communication & Interpersonal Responsibilities	<ul style="list-style-type: none"> • Work as part of a team and show professionalism. • Punctual in both attendance at work and staff meetings. • Maintain high standards of presentation and personal grooming. • Comply with Council's Code of Conduct.
Legislative Responsibilities	<p>Corporate recordkeeping is the responsibility of all staff. This position is required to comply with the Councils 'Corporate Recordkeeping' Policy and associated procedures.</p> <p>Observe Council's policies and procedures to ensure compliance with all relevant legislation, including but limited to:</p> <ul style="list-style-type: none"> • <i>Local Government Act 2009</i> • <i>Local Government Regulations 2012</i> • <i>Libraries Act 1988</i> • <i>Human Rights Act 2019 (QLD).</i> • <i>Public Sector Ethics Act 1994.</i> • <i>Industrial Relations Act 2016</i> • <i>Workplace Health and Safety Act 2011.</i> • <i>Workplace Health and Safety Regulation 2011.</i> • <i>Workers Compensation and Rehabilitation Act 2003</i> • <i>QLD Crime and Corruption Act 2001</i> • <i>Commonwealth Disability Discrimination Act 1992.</i> • <i>Commonwealth Age Discrimination Act 2004.</i> • <i>Commonwealth Racial Discrimination Act 1975</i> • <i>Commonwealth Sex Discrimination Act 1984</i> • <i>Environmental Protection Act 1994.</i> • <i>Environmental Protection Regulation 2019</i> • <i>Equal Opportunity in Public Employment Act 1992.</i> • <i>Anti-Discrimination Act 1991.</i> • <i>The Public Records Act 2023.</i> • <i>Public Interest Disclosure Act 2010.</i>
Workplace Health and Safety Responsibilities	Assist to ensure the work environment complies with workplace health and safety legislation by reporting accidents and potential hazards in a timely manner.



Confidentiality and Privacy	<ol style="list-style-type: none">1. Keep all confidential information, whether written or verbal, as well as any intellectual property developed, utilised or otherwise gained by the employee in the course of employment, completely confidential, even after completion of employment.2. Ensure compliance with:<ul style="list-style-type: none">• <i>Right to Information Act 2009</i>• <i>Information Privacy Act 2009</i>
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PART 3 – PERSON SPECIFICATION

Qualifications & Experience
<ol style="list-style-type: none">1. Qualification in Library and Information Services (e.g., Certificate III/IV, Diploma, or Degree) or willingness and ability to learn Library Services2. Experience using Library Management Systems in public library operations, cataloguing, or community program delivery or experience in working with a digital management system3. Current Class C Driver's Licence
Technical Skills & Abilities
<ol style="list-style-type: none">1. Advance computer skills including word processing, spreadsheets, data base, presentation software, email and internet.2. Ability to exercise initiative in following the Chief Executive Officer's instructions.3. Ability to communicate effectively with Aboriginal and Torres Strait Islander people.4. Completion of all duties in a timely and efficient manner.5. High standard of documentation presentation and typing accuracy.6. Demonstrated ability to liaise with Councillors, leaders of the Community, the public, Government agency representatives and all Council staff.

PART 4 – SELECTION CRITERIA

Essential Skills, Experience & Qualifications
<ol style="list-style-type: none">1. Eligibility for <i>Working with Children Check (Blue Card)</i>.2. Qualification in Library and Information Services (e.g., Certificate III/IV, Diploma, or Degree) or relative experience in library duties and functions.3. Experience using Library Management Systems or other digital management systems.4. Experience in public library operations, cataloguing, or community program delivery.5. Skills in customer service, communication, and basic digital literacy.6. Ability to work respectfully with diverse communities, including Aboriginal and Torres Strait Islander peoples.7. Friendly, approachable customer service style.8. Strong organisational skills and attention to detail.9. Ability to work as part of a small, adaptable team in a community environment.10. Willingness to learn new technologies and support digital literacy.11. Cultural sensitivity and ability to build trust with local communities.