



POSITION DESCRIPTION

PART 1 – POSITION DETAILS

Position Title:	Librarian
Classification Level:	QLGIA (stream A) – Division 2, Section 1- Level 5
Industrial Instruments:	Torres Shire Council Certified Agreement 2022
Date prepared/ Updated:	April 2026
Position Purpose:	To support the Manager Corporate & Community Services in delivering high-quality public library services through 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 staff and volunteers
Key Relationships / Interactions:	<ul style="list-style-type: none">• Manager Corporate & Community Services• Members of the public• Qld State Library, Stakeholders and other Government agencies
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.

PART 2 – KEY RESPONSIBILITIES

Key Result Area	Major Tasks
Job Specific Responsibilities	<ol style="list-style-type: none"><i>1. Customer Service & Community Access</i><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.<i>2. Library Operations & Circulation Management</i><ul style="list-style-type: none">• Oversee circulation desk duties, memberships, and library system transactions.• Maintain accurate records, reports, statistics and program documentation.<i>3. Collection Development & Management</i><ul style="list-style-type: none">• Oversee the selection, acquisition, weeding and evaluation of library collections in line with council policies and community needs.



	<ul style="list-style-type: none"> • 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. • Support maintenance of digital collections and databases. <p><i>4. Programs, Outreach & Community Engagement</i></p> <ul style="list-style-type: none"> • Plan, deliver, and evaluate library programs and outreach activities, including literacy programs, author events, early years programs, and digital literacy sessions. • Build community relationships with schools, community groups, and partner organisations. • Contribute to digital literacy training and workshops. <p><i>5. Marketing & Promotion</i></p> <ul style="list-style-type: none"> • Contribute to marketing and promotion of library services through displays, social media content, newsletters, and community engagement channels. <p><i>6. Governance, Compliance & Continuous Improvement</i></p> <ul style="list-style-type: none"> • Ensure compliance with Council Policies, WHS requirements, and Public Libraries Connect standards. • Assist in reviewing procedures, risk assessments, and service improvement processes. <p><i>7. Leadership & Team Support</i></p> <ul style="list-style-type: none"> • Provide guidance and support to Library Assistants, volunteers, and casual staff when required. <p><i>8. Facilities & Asset Management</i></p> <ul style="list-style-type: none"> • Library facilities management.
<p>Supervisory Responsibilities</p>	<p>Library support staff and volunteers</p>
<p>Communication & Interpersonal Responsibilities</p>	<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.
<p>Legislative Responsibilities</p>	<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>



	<ul style="list-style-type: none"> • <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>

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 Services 2. Experience using Library Management Systems in public library operations, cataloguing, or community program delivery or experience in working with a digital management system 3. Current Class C Driver’s Licence
Technical Skills & Abilities
<ol style="list-style-type: none"> 1. Librarian knowledge 2. Previous experience working with Community Groups 3. Advance computer skills including word processing, spreadsheets, data base, presentation software, email and internet. 4. Ability to communicate effectively in a multi-cultural environment. 5. Completion of all duties in a timely and efficient manner.



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.