

Your Position

Your job	Titahi Bay Branch Librarian Kaitiaki Pukapuka (Titahi Bay)
Your group	City & Community Infrastructure
Your team	Libraries
Your manager	Manager Client Services, Desiree Flaws
Your base	Porirua

What's most important to us

Porirua City is our place. A great place to live, work and raise a family. We want everyone to feel welcome, whether they are visiting, living or working here.

Our goals:

- A growing, prosperous and regionally connected city
- A village and city experience
- Children and young people at the heart of our city
- A healthy and protected harbour and catchment

How we work together:

- Team up – Together we make a difference for our community
- Work smart – We challenge ourselves to do things better
- Make it happen – We use our energy and skills to get things done

Your team's purpose

City & Community Infrastructure's purpose is to:

- lead planning and maintenance of Council's infrastructure (including roading) and utility assets, within a well-informed long-term strategy;
- ensure the provision of transportation, water, stormwater, sewage disposal and solid waste services;
- deliver community services, including, parks, library, recreation and cultural services.

Your purpose

The Titahi Bay Branch Librarian's role is to:

- provide day to day quality library services at the Titahi Bay Branch Library, providing a welcoming, inclusive and stimulating environment

Who you'll be working with

Your direct reports	<ul style="list-style-type: none"> • None
Your indirect reports	<ul style="list-style-type: none"> • None
External people and groups	<ul style="list-style-type: none"> • Visitors to the library • Members of the public and community organisations • Contractors and suppliers
Internal people and groups	<ul style="list-style-type: none"> • Executive Leadership Team, managers and staff at all levels of the organisation

Your responsibilities

What you'll do	How you'll do it
Operational Delivery	<ul style="list-style-type: none"> • Deliver efficient and effective library services for the Titahi Bay branch library • Manage the day to day operation of the Titahi Bay Branch Library • Provide information, support and assistance to library customers • Maintain the branch collections in accordance with the library collection management policy • Participate in the development, planning and delivery of activities and programmes that support the library as a place for reading, learning and community • Manage and promote Titahi Bay Branch collections • Ensure a high quality delivery of customer service • Respond to customer enquiries and issues in a proactive, effective and timely manner • Development and delivery of user programs, school programs and holiday programs for Titahi Bay Branch Library. • General Desk duties • Ensure library presentation is tidy and provides a welcoming, inclusive and stimulating environment • Ensure administrative tasks are completed to support library activities

Relationship Management	<ul style="list-style-type: none"> • Establish and maintain close working relationships with internal and external stakeholders, ensuring that relationships with key stakeholders are professional, positive and constructive
Corporate Responsibilities	<ul style="list-style-type: none"> • Build commitment of our vision, strategic directions, values and services • Willingly undertake any duty required within the context of the position • Adhere to our Code of Conduct • Undertake civil defence and emergency management tasks as directed including participation in pre-event training and rostered duties during an emergency event

Your skills, experience and qualifications

It's essential that you have:	<ul style="list-style-type: none"> • Experience working in a public library • Professional Qualification in Information and Library Studies (desirable) • Excellent customer service focus • Excellent customer engagement skills • Experience using a wide range of systems, including the Microsoft Office suite and library management systems • Intermediate level skills with SPYDUS Library Management system software/packages • Good general knowledge of books and information • Good verbal and written communication skills • Able to effectively plan, organise and manage workloads and resources • Current unrestricted driver's license • Able to work independently • Understanding and commitment to health and safety in the workplace • Understanding and commitment to diverse workplaces • Understanding and commitment to the Treaty of Waitangi and bicultural issues
It'd be great if you also have:	<ul style="list-style-type: none"> • Current first aid qualification

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