

## Your Position

<b>Your job</b>	<b>Library Systems Administrator</b> <b>Kaiwhakatata Pūnaha Whare Pukapuka</b>
<b>Your group</b>	Community & Partnerships
<b>Your team</b>	Library
<b>Your manager</b>	Manager, City Libraries, Brian Anderson
<b>Your base</b>	Council Premises within 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 strategic priorities are to:

- Commit to the health of Te Awarua-o-Porirua Harbour and its catchment through investment, advocacy and regulation
- Build towards a low carbon city and proactively address the challenges of climate change
- Create thriving communities where everyone can be safe and healthy – at home, work or play
- Keep tamariki and rangatahi at the heart of our city

### How we work together:

- Whakakotahi - Team up  
Mā te mahi tahi e puta ai he hua ki tō tātou hapori  
Together we make a difference for our community
- Mahi Atamai - Work smart  
Ka whakapātari i a tātou anō kia pai ake ai ngā hua  
We challenge ourselves to do things better
- Whakatinanatia - Make it happen  
Mā te whakapeto ngoi, me ngā pūkenga e tutuki ai ngā whāinga  
We use our energy and skills to get things done

## Your team's purpose

Community & Partnerships purpose is to:

- lead Council's strategic initiatives that support and manage business and commercial growth
- strengthen strategic relationship management for Council and maintain oversight of the partnership with Ngāti Toa Rangatira
- lead the Council's partnership approach with key stakeholders and community groups
- deliver community services, including library, recreation and cultural services

## Library's purpose

Porirua City Libraries' purpose is to:

- provide a range of library services, collections, and spaces to the residents of Porirua City that support the community in relation to literacy, knowledge, information, research and study, recreation, and leisure activities

## Your purpose

The purpose of the Library Systems Administrator role is to:

- manage the development and delivery of the library's core technology systems, including the Library Management System (LMS), RFID solutions, and public-access computers
- provide staff training on relevant technologies and interface with our technology vendors and SMART partner libraries.

## Who you'll be working with

Your direct reports	<ul style="list-style-type: none"><li>• Nil</li></ul>
Your indirect reports	<ul style="list-style-type: none"><li>• Nil</li></ul>
External people and groups	<ul style="list-style-type: none"><li>• Library digital and technical product vendors.</li><li>• SMART Libraries and working groups</li><li>• Library volunteers</li><li>• Library customers</li><li>• Contractors working on Library ICT related projects</li><li>• Spydus user libraries and professional networks (SPUN, LIANZA)</li></ul>
Internal people and groups	<ul style="list-style-type: none"><li>• Library staff</li><li>• Porirua City Council Business Technology Group</li><li>• Porirua City Council Staff</li></ul>

## Your responsibilities

What you'll do	How you'll do it
Strategic Delivery	<ul style="list-style-type: none"> <li>• Provide leadership in the implementation and development of library technology, policies, and procedures.</li> </ul>
Operational Delivery	<ul style="list-style-type: none"> <li>• Ensure that library specific IT systems function effectively, are maintained and updated as necessary, and are consistent across Porirua City Libraries. These systems are:               <ul style="list-style-type: none"> <li>○ Library Management System (LMS)</li> <li>○ RFID solutions</li> <li>○ Public computers, including printing and scanning services</li> <li>○ Online public access catalogue</li> </ul> </li> <li>• Work collaboratively with Porirua City Council's ICT department (BTG) and suppliers to ensure that network connectivity with core systems is maintained.</li> <li>• Provide technical support and advice with a focus on maximizing staff productivity, organisational efficiency, and effective use of the connected technologies.</li> <li>• Conduct quality assurance testing for LMS upgrades, manage and implement updates and coordinate with the other SMART libraries.</li> <li>• Create process documentation and log changes to systems.</li> <li>• Represent Porirua City Libraries on the SMART Systems Group.</li> <li>• Take a proactive response towards training and development to increase skills and knowledge relevant to the role.</li> <li>• Ensure the delivery of relevant training for staff within all areas of responsibility.</li> <li>• Select materials and maintain collections in designated areas.</li> <li>• Contribute to the customer service operations of the library, including delivering front of house customer service through rostered desk shifts.</li> <li>• Any other duties that may be assigned from time to time.</li> </ul>
Relationship Management	<ul style="list-style-type: none"> <li>• Establish and maintain relationships with key stakeholders and business and industry groups.</li> <li>• Establish and maintain close working relationships with internal and external stakeholders, ensuring that relationships with key stakeholders are professional, positive, and constructive.</li> </ul>

Corporate Responsibilities	<ul style="list-style-type: none"> <li>• Build commitment of our vision, strategic directions, values, and services</li> <li>• Willingly undertake any duty required within the context of the position</li> <li>• Adhere to our Code of Conduct</li> <li>• Undertake civil defence and emergency management tasks as directed including participation in pre-event training and rostered duties during an emergency event</li> </ul>
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## Your skills, experience, and qualifications

It's essential that you have:	<ul style="list-style-type: none"> <li>• Minimum two years' experience in a Library environment, preferably a public library</li> <li>• Demonstrated ICT systems administration experience</li> <li>• Demonstrated knowledge of library management systems</li> <li>• High level skills in information technology and software including Microsoft Office 365, web-based systems, and a willingness to embrace emerging technologies</li> <li>• Ability to set work priorities, manage time, plan, and organise own work and where appropriate that of others, within a busy environment</li> <li>• Strong written and verbal communication skills, with ability to translate technical jargon to non-technical audiences</li> <li>• Proven ability to work independently as a constructive and flexible team member</li> <li>• Full NZ Driver's licence</li> <li>• This is regarded as a core position under the Vulnerable Children's Act 2014 and is subject to safety checking.</li> <li>• Understanding and commitment to health and safety in the workplace</li> <li>• Understanding and commitment to diverse workplaces</li> <li>• Understanding and commitment to the Treaty of Waitangi and bicultural issues</li> </ul>
It'd be great if you also have:	<ul style="list-style-type: none"> <li>• Library Qualification. Minimum – Diploma in Information &amp; Library Studies (Level 5 of the Bachelor of Applied Science) or equivalent</li> <li>• Spydus LMS experience would be an advantage.</li> <li>• Understanding of database structure, schemas, and SQL</li> <li>• Project management experience.</li> <li>• Change management experience.</li> <li>• Strong analytical and troubleshooting skills</li> </ul>

Last updated April 2025



Porirua City Council supports an inclusive & welcoming environment & is a member of Diversity Works.