

POSITION DESCRIPTION

Position Title:	Library Manager
Reports To:	Theatre Manager
Hours of work:	Full time – Flexibility required Some Thursday evening and Saturday work required
Number of Staff:	Direct reports – five (5) plus casuals
Purpose of the Role:	
To provide leadership to the Westport and Reefton Library teams, ensuring the cost effective and timely delivery of appropriate services to the Westport and Reefton communities.	
Key Relationships:	<p>Internal: Manager Community and Environment, Theatre Manager, Libraries’ staff, other Council staff.</p> <p>External: Library users and visitors, NZ public libraries community, professional library networks, supplier and service providers</p>
Core Staff Values	
<p>Community Driven –We are committed to making a difference in the community we call home</p> <p>One Team - Shared direction, shared effort</p> <p>Future Focussed– We seek solutions that are fit for the future</p> <p>Integrity - Open and honest in decisions and action</p> <p>We Care - About people and place</p>	
Key Result Area:	Expected Outcomes:
Staff Leadership	<ul style="list-style-type: none"> • Our libraries are effectively and efficiently managed through the leadership and management of the Library Manager. • The library team is managed in a way which ensures an equitable division of duties, shows value for individual team members, empowers the team, and sustains a harmonious working environment. • All staff have professional development and performance plans linked to achieving organisational objectives. Any performance issues are appropriately addressed. • Staff are empowered in their growth as library professionals through appropriate training opportunities and involvement in decision making processes. • Council directions, decisions, policies and values are clearly conveyed to, and understood and implemented by all library staff. • Employment obligations are met. • Compliance with human resource policies and practise is demonstrated.

<p>Management of library services and collections</p>	<ul style="list-style-type: none"> • Services are developed, delivered and promoted in line with current library trends and in response to community needs. • Collections are developed and maintained in line with the Collection Development Policy and meet community needs. • Digital resources are procured, implemented and promoted. • The Library Management System is utilised effectively including cataloguing, acquisitions, circulation and user database maintenance. • Outcomes are monitored and reported on.
<p>Administration of facilities and budgets</p>	<ul style="list-style-type: none"> • Library buildings are maintained to an appropriate level, in consultation with relevant Council staff. • Furniture and fittings are procured as required and within budget. • Library budgets are managed efficiently. • Future budget requirements are included in the Council Long Term and Annual Plans.
<p>Maintenance of relationship between Buller District Libraries and Buller District Council</p>	<ul style="list-style-type: none"> • Senior management receives co-ordinated and professional advice on all functions undertaken by the libraries. • Council's customer service principles are modelled by libraries. • Library services and outcomes are reported to senior management as required. • Current library trends and technologies are promoted to Council. • Council is assisted as required in the event of a Civil Defence Emergency. • Libraries are proactively involved with Council's health and safety management system, policies and procedures, ensuring the safety of staff and library users. • Any other duties as required.
<p>Key performance indicators</p>	<ul style="list-style-type: none"> ✓ Continue to achieve active library members by maintaining or increasing active members by 0-4% per annum ✓ Continue to achieve at least 80% of respondents to the member satisfaction survey being 'satisfied' or 'very satisfied' ✓ Manager's satisfaction with performance ✓ 360 feedback
<p>Resources</p>	<ul style="list-style-type: none"> ✓ Council and Libraries' policies, procedures and processes ✓ Council vehicle as required for work-related travel

