


## POSITION DESCRIPTION



<b>Position title</b>	Manager Library Services
<b>Directorate</b>	Community Development
<b>Designation</b>	Level 8 (Municipal Officer) ASTC EA
<b>Position number</b>	<b>P2330</b>
<b>Responsible to</b>	Director Community Development
<b>Position status</b>	Permanent Full-time
<b>Position description approved</b>	 <b>Date:</b> 25/8/2025

### Primary Objective

The Manager Library Services is responsible for overseeing the daily operations, ongoing development and strategic direction of the Alice Springs Public Library.

Encompassing significant managerial and leadership responsibilities, the role involves the fostering of strong working relationships with a range of internal and external stakeholders, with the expressed purpose of delivering a suite of library programs and services, capable of meeting the diverse (and changing) needs of the Alice Springs community.

With a strong focus on lifelong learning and continuous improvement, the Manager Library Services is expected to champion innovation and staff development, whilst cultivating a safe, inclusive and enriching environment for patrons, staff and volunteers.

### Key Responsibilities

- Lead, manage and inspire staff to work as a professional, dynamic and cohesive team; facilitating a positive and inclusive culture that values and develops people through education and training to ensure a high standard of library and information practice.
- Undertake annual service planning, ensuring that department and team goals are established to meet the broader performance and strategic objectives of Alice Springs Town Council.
- Contribute to the continuous improvement of Alice Springs Town Council by delivering library and information services that reflect the diverse (and changing) needs of the community, including the championing of emerging knowledge technologies and digital inclusion.
- Ensure the provision of excellent customer service within a safe, inclusive and welcoming environment.
- Collaboratively develop effective library policies, guidelines and procedures to ensure that all work is delivered in accordance with all relevant legislative, regulatory and industry standards.
- Manage risk, resources and facilities, including the preparation and ongoing management of library budgets to ensure sound financial management and sustainability.

- Establish both internal and external partnerships to deliver innovative and collaborative programs that help to provide improved learning and wellbeing outcomes for the people of Alice Springs.
- Take reasonable care for your own health and safety, as well as that of others.
- Perform other duties within capabilities and/or consistent with the level of this position as required.

### **Delegations**

The Manager Library Services is the “Library Manager” defined in No. 3 of the Alice Springs (Public Libraries) By-Law, and has the powers conferred therein.

### **Supervisory Responsibilities**

Alice Springs Public Library employees as per the organisational chart.

### **Qualifications**

- Tertiary qualifications in Library and Information Science/Management, Business or at least three years professional experience in Library Management/Operations.
- Current National Criminal History check (less than 6 months old).
- Working with Childrens Clearance (Ochre Card) or willingness to obtain.

### **Selection Criteria**

#### ***Essential***

1. Demonstrated ability to provide leadership, mentoring and direction to a multidisciplinary team and to inspire others by fostering a culture of accountability, cooperation and innovation.
2. High-level interpersonal skills, including the ability to develop positive and productive relationships with a variety of both internal and external stakeholders.
3. Proficient written and verbal communication skills, combined with high initiative and organisational skills.
4. Minimum three years professional experience working in libraries, including the management of library and information service operations or equivalent.
5. Experience in corporate governance and risk management, including budget preparation and financial control, occupation health and safety and information management.
6. Ability to think and plan strategically.
7. Commitment to continuous improvement and innovation, with demonstrated experience in leading initiatives that enhance processes and/or services.

#### ***Desirable***

1. Local government experience in a similar role, with an understanding of its role in governance and the provision of community services.
2. Experience working in a cross-cultural environment.

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**ACKNOWLEDGEMENT**

*I have received a copy of this Position Description and have read and understand its contents.*

Employee Name \_\_\_\_\_::FIRSTNAME:: ::LASTNAME::\_\_\_\_\_

Signature \_\_\_\_\_::SIGNATURE::\_\_\_\_\_ Date \_\_\_\_\_