

SWELLENDAM MUNICIPALITY

VACANCY : LIBRARIAN

(Directorate : Community Services)

Salary scale T10 : R258 336 – R335 340 per annum (plus normal fringe benefits)

Qualification & Experience:

- B Bibl **or** B.LIS **or** B.Tech : LIS **or** B.Inf (Hons) **or** PGDip LIS **or** equivalent 4-year post matric qualification;
- 2 – 5 years relevant experience in a public library along with supervisory experience.

Other requirements:

- Registered member of LIASA;
- Computer literacy (MS Office);
- Valid Code B driver's license.

Duties of the post:

- As per the attached document.

Enquiries relating to the content (duties) of the post can be directed to Mrs Lorraine Lank, Chief Library Services, at telephone number (028) 514 8500 or via e-mail to llank@swellendam.gov.za

Applications are to be submitted on the **prescribed application** form [obtainable from the Swellendam Municipality webpage (www.swellendam.gov.za) or from all administrative offices] together with a CV, certified copies of **ALL** qualifications mentioned on the CV, a copy of your Identity Document, and at least two (2) contactable references. Applications must be submitted to the Human Resources Manager (Mr. P. Le Roux), to reach him on or before **Friday, 08 December 2023** at **16:00**. Applications that do not include the requested supporting documentation will be automatically disqualified. Applications can be handed in at the various administrative offices in Swellendam, Buffeljagsrivier, Suurbrak and Barrydale. **NO** applications by fax will be accepted. **NO** late applications will be considered. Applications via e-mail (*maximum 20 pages*) can be sent to careers@swellendam.gov.za

Swellendam Municipality is an equal opportunity employer. The employer reserves the right not to make an appointment. Canvassing with councillors is a violation and will lead to disqualification of an application. If you do not receive feedback within two months after the closing date, you can assume that your application was not successful.

Swellendam Municipality
HR Office - 6 Rhenius Street/ (P.O. Box 20)
SWELLENDAM, 6740
Tel: (028) 514 8500

(Notice HR 50/2023)

A. VORSTER
MUNICIPAL MANAGER

1	<p><u>FOCUSED SERVICE DELIVERY</u></p> <ul style="list-style-type: none"> • Complying with the Western Cape Provincial Library Service’s procedures, norms and standards as well as municipal policies, procedures, regulations and by-laws • Manage and controls the activities and provision of materials, and the presentation of displays and events for the public • Determine through observation the needs experienced by users • Proactively intervene in eradicating public needs through the provision of identified needs • Oversee and manage the demand and supply of information requests • Assist the schools in acquiring materials needed for projects and assignments • Manage and assist in desk duties such as : <ul style="list-style-type: none"> ○ Receiving returned books ○ Dealing with enquiries ○ Issuing books, DVD’s, Video’s and Cd’s ○ Receiving fine payments for articles lost ○ Maintaining book shelves ○ Organizing of displays ○ Oversee the repair of books • Arrange and assist in the building of displays for various projects • Interact with schools in promoting the Library and its services • Identify future projects (operational/capital) for which funds need to be budgeted • Interact with patrons during special events, eg Africa day events, Library Week activities, School visits etc. to further promote the Library services • Monitor and control the issue and replacement of stationery and consumable items for specific activities • Attend official meetings and convey opinions, information and advice through the submission of reports regarding the Library status and service delivery standard. • Attend, participate and give input at forum meetings, workshops, conferences, seminars or other meetings relevant to the library profession. <p>In order to ensure that the Library is positioned to provide the community with a professional quality service.</p>
2	<p><u>FUNCTIONAL LIBRARY SERVICES</u></p> <ul style="list-style-type: none"> • Planning and prioritizing the libraries’ activities on a day to day basis • Take responsibility for the general neatness and appearance of the Library • Ensure the safekeeping of library buildings • Ensure that appropriate library policies and procedures are adhered to • Communicate with new and existing users for a variety of issues • Establish the nature of enquiries received from the public • Verify new registrations and membership cards on the SLIMS (SITA Library and Information Management System) system and tend to related issues • Extract information on overdue books and notifications • Tend to special requests for specific library material to ensure that a satisfactory service is rendered to the public • Link new material to the catalogue • Select resources and support material and consumables associated with the library • Oversee and control the shelving of books • Weeding of redundant stock • Oversee and control the repair of damaged books • Attend and participate in Book Selection Meetings • Undertake Inter-Library Loans when special requests are received • Cataloguing and classification of own stock items in accordance with accepted professional library practices, the DDC (Dewey Decimal Classification System) and SLIMS (SITA Library and Information Management Systems). • Linking own stock and periodical to catalogue records on SLIMS • Write reports and liaise with Regional/Provincial Library Services on stock gaps, needs, problems and selection processes

	<ul style="list-style-type: none"> • Choosing books when the Provincial Book van visits and giving feedback and recommendations, as well as checking against lists <p>To ensure that information needs are adequately addressed through the availability of a comprehensive range of library material that is available to the communities</p>
3	<p><u>SUPERVISION AND CONTROL</u></p> <ul style="list-style-type: none"> • Supervise staff in the execution of duties • Make recommendations for consideration to the Head : Libraries on the solving of identified operational problems • Monitor staff attendance, conduct and output against performance indicators • Arrange counseling or other approved methods designed to assist personnel to improve and motivate them • Identify training needs for subordinates to provide a basis for self-improvement • Provide on the job training for new recruits • Address workplace conflict / conduct through the initiation and co-ordination of consultative processes and referring of specific disciplinary procedures • Check and monitor work quality of subordinates • Delegate work to subordinates • Reprimand personnel when duties are not completed to satisfaction • Motivate and support subordinates • Conduct feed-back sessions to keep up performance standards • Recommend leave applications • Ensure that health and safety procedures are adhered to <p>To ensure that a satisfactory service is rendered to the public and that work is conducted in a healthy and professional environment.</p>
4	<p><u>PROMOTING READER AWARENESS AND SUPPORTING USER NEEDS</u></p> <ul style="list-style-type: none"> • Organize specific activities associated with promoting reader awareness and interest • Use specialized knowledge to identify suitable material at different levels and give guidance to public • Provide reference assistance to the public for different information needs • Create, arrange and set up displays to promote stock • Organize and execute holiday programs and activities • Organize and oversee literacy programs for the community with the assistance of volunteers to promote reader awareness • Plan and organize Library Week activities and story time sessions for children • Interact with schools on specific project topics • Visit schools, crèches, old age homes <p>To increase awareness of benefits of the library in the community</p>
5	<p><u>LIAISON</u></p> <p>Internal Liaison</p> <ul style="list-style-type: none"> • Consult with the Regional Library (Province) on the availability and replenishment of books, dvd's, cd's and video material • Interact with the Law Enforcement Section and other internal departments on special projects that needs involvement by the Library <p>External Liaison</p> <ul style="list-style-type: none"> • Extensive interaction with schools, Crèches', After Care Groups and Old Age Homes on needs and projects • Interact with Clinics, ABET, Correctional Services and Police Forums to promote reader awareness and providing material as requested • Frequent various community based organizations e.g. CAP, Railton Foundation, Youth Centers and Children's Homes to extend the Library Services <p>To promote the services offered by the Library to a broader spectrum of the community.</p>

6	<p><u>ADMINISTRATION</u></p> <ul style="list-style-type: none"> • Collate all user and Library related statistics in the prescribed format • Compile and keep statistical reports regarding patrons and stock • Manage and reconcile all moneys of the Library • Compile monthly and quarterly reports for submission and inclusion in official reports to management • Link new magazines and donated books to make it available to the public • Participate in stock taking and stock counts • Monitor the condition of outgoing and returned stock • Manage the Library in totality • Weeding of material and repair damaged books and material for return to the Regional Library • Interpret and enforce Library Policies and procedures • Interact with Library users and deal with problem cases • Deal with problems and anti-social behavior and alert colleagues and Security of threatening and anti-social behavior • Organize book displays • Print reminders to be sent to the public for late returns and renewals • Reservation of books and the Library Hall • Follow up problems experienced in the Library to prevent a re-occurrence of similar problems • Reporting and checking on ICT related problems <p>In order to ensure that administrative procedures are dealt with effectively</p>
7	<p><u>INFORMATION NEEDS</u></p> <ul style="list-style-type: none"> • Render a comprehensive public service by fulfilling requests for information • Use various sources in obtaining information • Respond to reference queries and ascertain the level of information needed • Promote relevant topics through exhibitions or marketing • Provide users with : <ul style="list-style-type: none"> ❖ information retrieving skills, ❖ reference techniques and ❖ the use of specialist sources of information • Ensuring access for all to the free internet/computer service by regulating, reporting/solving problems and consulting the service providers. <p>To provide a professional service to patrons visiting the Library for a variety of informational needs.</p>
8	<p><u>STOCK CONTROL AND FINANCIAL ADMINISTRATION</u></p> <ul style="list-style-type: none"> • Take stock of assets to ensure that no or minimum loss is reported • Maintain adequate stock levels • Maintain a system for the receipt of money in respect of late returns and photocopying • Recover money in respect of lost and damaged library material • Ensure the deposit of all money received at the cashiers and file all receipts • Give input for consideration for the new budget <p>In order to provide a viable library service.</p>