POSITION DESCRIPTION

The University of Papua New Guinea

DETAILS OF POSITION	POSITION NO.: **283010**
SCHOOL/OFFICE: **MICHAEL SOMARE LIBRARY**	**CLASSIFICATION:** **NN9**
DIVISION/STRAND: (insert name here)	**POSITION TITLE:** **ASSISTANT LIBRARIAN**
BRANCH: (insert name here if applicable)	**IMMEDIATE SUPERVISOR CLASSIFICATION & POSITION:** **READER SERVICES LIBRARIAN**
SECTION: **READER SERVICES**	**HIGHEST SUBORDINATE CLASSIFICATION & POSITION:** (insert class here) PN (insert approved position number here)
LOCATION: **WAIGANI CAMPUS**	

ROLES AND RESPONSIBILITIES OF POSITION

PURPOSE (overall description of the function of this position)

The incumbent shall be responsible for the overall supervision of the function of circulation and its staff.

ACCOUNTABILITIES (overall description of the responsibilities of this position such as financial delegations or supervising staff)

Responsible for assisting the Reader Services Librarian to ensure the operations of the Reader Services section is fully functional and delivered conveniently to users. Must assist in supervising circulation staff, provide user education and other essential library support services.

MAJOR DUTIES (list the main tasks of this position e.g. provide technical advice or manage an area)

1. Assist the Section Head to prepare annual Management plans and long term development plans (3-5 years) of the Reader Services Section which facilitates for efficiency in service delivery and promotes library development.

2. Provide support needed by the Section Head to implement the following the Human resource functions of the Section: orientation of new staff, on the job training of young professionals, monitor and supervise staff performance for effective services delivery, staff development, and staff welfare to ensure that: (a) the quantity and quality of services is at the expected level, (b) staff job satisfaction is achieved and (c) succession planning is effective.

3. Assist the Section Head to plan and implement projects that would have a positive impact on improving the management and development of the section taking into consideration: (a) the current state of the library, (b) current user demand (c) technological advance, and (d) industry developments.

4. Ensure that all targeted users have convenient, easy and quick access to all types of information and services.

5. Contribute to user education and students orientation activities of the library and ensure that students and staff can confidently and competently locate needed information and make maximum use of the collection.

6. Assist the Section Head to formulate new and review existing library policies, procedures, manuals, and practices which are specific to Cataloguing Section.

7. Constantly analyse the following: operations, incidences, issues and then review and improve procedures, policies and processes to ensure that it is relevant, and promotes efficiency in service delivery.

8. Maintain effective dialogue and coordination with the Section Head and other colleagues to promote teamwork and contribute to effective library management and development.

9. Supervise Reader Services Section during scheduled shift work after 4.06pm or weekends.

10. Contribute to library and information industry development by participating in: the training of young professionals who are on field work and job attachment; workshops, conferences and professional group meetings and events, etc.

11. Represent and promote the interests and image of the Library and UPNG both nation-wide and internationally.

12. Regularly assess your own work performance and take the following actions: Report incidences; identify issues and obstacles and then find solutions OR refer to your Supervisor. (This is to ensure that efficiency is maintained or improved, while you learn and build your work experience).

13. Undertake any other duties related to and consistent with providing library and information services as required by the Section head or Library Management.

SELECTION CRITERIA

TRAINING LEVEL OR QUALIFICATIONS (identify the mandatory or desirable qualifications or training level required for this position – refer to the Position Classification Standards in the Staff Handbook)

The appointee must possess a Bachelor degree in Library and Information Studies or equivalent. Experience and specialisation in cataloguing is essential.

KNOWLEDGE, SKILLS AND PERSONAL ATTRIBUTES (list the specific knowledge e.g. polices or procedures, skills e.g. demonstrated ability to supervise staff and personal attributes e.g. self motivated, high level of integrity, required of the person to productively perform in this position. These criteria can be used as the basis for developing questions for the interview)

1. Must have 5+ years' work experience in a computerised academic library.

2. Must be able to perform Reader Services duties based on established library standards in consultation with the Reader Services Librarian.

3. Must be computer literate and be able to competently perform and online search in information storage and retrieval activities. Knowledge of academic database management information systems e.g. LIBSYS and Liberty is essential.

4. Must have good leadership skills, be a good role model, and have a good work track record.

5. Must have good analytical skills for effective decision making and problem solving.

6. Must have sound knowledge in library and applied research, and the ability to confidently and effectively assist Students, Academics, and Researchers.

7. Must be able to communicate effectively in English both verbally and in writing and easily relate with library staff, students, Academics and Researchers.

8. Prepared to work long hours or take on extra duties when required.

9. Self-motivated, innovative and willing to train staff and young professionals on the job.

10. Knowledge that enables effective application of UPNG Code of Conduct and a proven track record of being a good role model to subordinates is essential.