



## POSITION DESCRIPTION

### The University of Papua New Guinea

<b>DETAILS OF POSITION</b>	<b>POSITION NO.: 283011</b>
<b>SCHOOL/OFFICE:</b> <b>MICHAEL SOMARE LIBRARY</b>	<b>CLASSIFICATION:</b> <b>NN9</b>
<b>DIVISION/STRAND:</b> (insert name here)	<b>POSITION TITLE: ASSISTANT LIBRARIAN</b> <b>Reference Librarian</b>
<b>BRANCH:</b> (insert name here if applicable)	<b>IMMEDIATE SUPERVISOR CLASSIFICATION &amp; POSITION:</b> <b>Reader Services Librarian</b>
<b>SECTION:</b> <b>Reader Services</b>	<b>HIGHEST SUBORDINATE CLASSIFICATION &amp; POSITION:</b> (Insert class here) PN (insert approved position number here)
<b>LOCATION:</b> <b>WAIGANI CAMPUS</b>	

#### ROLES AND RESPONSIBILITIES OF POSITION

**PURPOSE** (overall description of the function of this position)

The incumbent shall be responsible for the Reference enquires and other general queries. He/she is specifically required to attend to all enquires by way of using the manual resources and the online digital resources to provide information essential to the user needs.

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

To support the Teaching, Learning and Research functions of UPNG in terms of provision of essential required resources in hard copies and digital format.

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

1. Responsible for the function of Reference Duties.
2. Assist users in the effective approach to utilising the OPAC (Liberty) to conduct the various search methods in accessing the library collection and the web base h resources.
3. Conduct subject, author and tile search using liberty.
4. Compilation of bibliographies that of substance to the users
5. Conduct online search to assist users access to much needed information in the holdings or in digital format online
6. Provide support needed by the Section Head to implement the following 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.

7. 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.
8. Ensure that all targeted users have convenient, easy and quick access to all types of information and services.
9. 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.
10. Assist the Section Head to formulate new and review existing library policies, procedures, manuals, and practices which are specific to Reader Services Section.
11. 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.
12. Maintain effective dialogue and coordination with the Section Head and other colleagues to promote teamwork and contribute to effective library management and development.
13. Supervise Reader Services Section during scheduled shift work after 4.06pm or weekends.
14. 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.
15. Represent and promote the interests and image of the Library and UPNG both nation-wide and internationally.
16. 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).
17. 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 such as Information technology. Vast experiences in networking and online search 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 or equivalent.
2. Must be able to perform Reference duties based on established processes and procedures.
3. Must be computer literate and be able to competently perform online information storage and retrieval activities. Knowledge of academic database management information systems e.g. Liberty is essential.
4. Must have good leadership skills, be a good role model, and have a good work track record.
5. Must have 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. Must be able to adapt to academic library settings should you have other essential experiences of substance
10. Self-motivated, innovative and willing to train staff and young professionals on the job.
11. 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.

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**HISTORY OF POSITION – (HR DIVISION OFFICE USE ONLY)**

<b>UPNG FILE NO.</b>	<b>DATE OF VARIATION</b>	<b>DETAILS</b>