



POSITION DESCRIPTION

The University of Papua New Guinea

DETAILS OF POSITION	POSITION NO.: 283013
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: CHIEF CATALOGUER
SECTION: CATALOGUING	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 cataloguing of information resources using the standard library of congress cataloguing rules, Dewey Decimal Classification, AACRII and mark formats.

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

Responsible for assisting the Chief Cataloguer to ensure accuracy of the Catalogue and easy access by users. Must assist in supervising Cataloguing staff, provide technical and other library support services.

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

1. Provide cataloguing services and related duties.
2. Edit records newly created and resolve cataloguing problems identified through user enquiries or circulation process.
3. Assign subject headings or indexing terms..
4. Assign classification of all materials catalogued.
5. Assist the Chief Cataloguer to supervise Cataloguing staff, offer on the job training, and provide administrative support.
6. Supervise Reader Services during scheduled shift work.
7. Participate in library orientation for new students and staff.
8. Assist the Chief Cataloguer to plan, coordinate and implement relevant bi-annual library stock take projects to improve Cataloguing services.
9. Perform any other duties as directed by the Chief Cataloguer, the University Librarian or nominee.

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 incumbent must possess a Bachelor Degree in Library Studies or equivalent with a minimum of 4 years' experience working in an academic librarian.

KNOWLEDGE, SKILLS AND PERSONAL ATTRIBUTES (list the specific knowledge e.g. policies 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 sound knowledge of the use of AACR2 and Dewey Decimal classification.
2. Must understand and know the skills of cataloguing using the Library of Congress Subject Headings and its applications.
3. Able to perform full descriptive cataloguing.
4. Able to perform e-cataloguing and copy cataloguing.
5. Have some skills and experience in automated cataloguing operations. Knowledge of LIBSYS, LIBERTY or University Library Softwares would be an advantage.
6. Must be self-motivated and innovative and able to contribute to library development.
7. Must have good leadership qualities and be able to offer on the job training and mentor staff.
8. Must have good analytical skill for decision making and problem solving.
9. Must have good organizational and inter-personal skills necessary for team work and customer services.
10. Able to communicate effectively in English – both written and oral.
11. Knowledge of the UPNG Code of Conduct and ability to effectively lead others for maximum output is required.

HISTORY OF POSITION – (HR DIVISION OFFICE USE ONLY)

UPNG FILE NO.	DATE OF VARIATION	DETAILS