



POSITION DESCRIPTION

The University of Papua New Guinea

DETAILS OF POSITION	POSITION NO.: 283020
SCHOOL/OFFICE: MICHAEL SOMARE LIBRARY	CLASSIFICATION: NN8
DIVISION/STRAND: (insert name here)	POSITION TITLE: LIBRARY OFFICER
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)

Provide essential support in cataloguing through data entry, editing of records and resolving of catalogue issues that may be referred to the Cataloguing Section from users or other sections.

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

Use cataloguing tools to accurately create and edit records. Assist in maintaining accuracy of the Catalogue and also provide other library support services and projects.

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

1. Perform routine cataloguing duties.
2. Perform project related cataloguing duties.
3. Edit and re-catalogue materials using the library automated system (LIBSYS or other).
4. Assign subject headings or indexing terms.
5. Check processed materials before they are passed on to Reader Services for display and shelving.
6. Perform duties related to the bi-annual library stock-take.
7. Conduct library tours for students and staff and assist in user education and enquiries.
8. Participate in scheduled library shift duties.
9. Offer administrative and project support to the library when required.
10. Participate in shelving duties.

11. 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).
12. Undertake other tasks as directed by the Chief Cataloguer or his/her delegate.

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 diploma in Library and Information Studies or equivalent with a minimum of 3 years’ experience working in an academic library.

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. The appointee must have leadership qualities and competency in working in a library and information environment.
2. Must be computer literate and have experience in computerised information storage and retrieval.
3. Must be a good team player and have a positive attitude to learning and library development.
4. Possess good organisational and inter-personal skills.
5. Must have interest and potential for learning and career development.
6. Able to communicate effectively in English – both written and oral.
7. Must be self-motivated and prepared to work long hours.
8. Prepared to work during normal and after-hours.
9. Knowledge of the UPNG Code of Conduct and ability to deliver the required level of output.

HISTORY OF POSITION – (HR DIVISION OFFICE USE ONLY)

UPNG FILE NO.	DATE OF VARIATION	DETAILS