



POSITION DESCRIPTION

The University of Papua New Guinea

DETAILS OF POSITION	POSITION NO.: 283029
SCHOOL/OFFICE: MICHAEL SOMARE LIBRARY	CLASSIFICATION: NN 8
DIVISION/STRAND: (insert name here)	POSITION TITLE: LIBRARY OFFICER
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)

1. Responsible for assisting the Reader Services Librarian provide library and information services that meets: (a) the current academic and research needs of staff and students of the UPNG, (b) anticipates future needs and (c) facilitates for library development.
2. Provide essential support in Circulation through supervision of subordinates in ensuring that all circulation functions are conducted appropriately.

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

Supervise the circulation function through ensuring that staff are scheduled to man the desk, ensure that the OPAC circulation function is in operation at all times, liaise with the Reader services Librarian to ensure all resources required to maintain operations of the circulation are maintained.

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

1. Contribute to the preparation of the annual work programs and long term development plans (3-5 years) of the Section which facilitates for efficiency in service delivery and promotes library development.
2. Assist to supervise subordinates and participate to effectively implement programs, activities and projects of the Section.
3. Perform routine circulation duties and project related Circulation duties.
4. Ensure the circulation function of liberty is in operation each morning before the normal routine duties comes into in operation with scheduled duty staff in their work station ready to serve.

5. Assist and organise library tours for students and others who may need to know and understand the library holdings and services available.
6. Perform duties related to the bi-annual library stock-take when called upon.
7. Effectively use the Integrated Library Management System for data entry, information retrieval and answering user enquiries.
8. Provide support needed by the Supervisors to implement the following Human Resource functions of the Section: orientation of new staff, on the job training of young professionals/ students, and supervise subordinates for effective service delivery and output.
9. Contribute to user education and students orientation activities of the library to ensure that students and staff can confidently and competently locate needed information and make maximum use of the collection.
10. Maintain effective dialogue and coordination with the Supervisors and other colleagues to promote teamwork and contribute to effective library services.
11. Supervise Reader Services Section during scheduled shift work after 4.06pm or weekends.
12. Perform shelving duties.
13. Assist to supervise the section in the absence of Senior Library staff.
14. Contribute to the formulation of new, and the review and revision of existing policies, procedures, and guidelines by taking the following actions: (a) identifying ineffective and non-realistic ones, (b) compile operational issues related to non-existence or weakness in the policies, procedures, etc. (c) find solutions or refer to Supervisors.
15. Regularly assess your own work performance and routine operations and take the following action: Report incidences; identify issues and obstacles then suggest solutions OR refer to the Supervisor. (This is to ensure efficiency is maintained or improved while you learn on the job and build your work experience).
16. 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 Degree 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. 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 minimum: 3 years of work experience in an academic library or relevant organisation.
2. Must be computer literate and be able to competently perform online information storage and retrieval activities; and use database management applications. Knowledge of academic database management information systems e.g. LIBSYS and Liberty would be an advantage.
3. Must have sound knowledge in library research, and the ability to confidently and effectively assist Students, Academics, and researchers.
4. Must have good leadership skills and be a good role model to subordinates.
5. Must have good inter-personal skills and ability to relate well with colleagues, staff, students and academics.
6. Must be able to communicate effectively in English both verbally and in writing.
7. Prepared to work during and after normal working hours for scheduled shift work (after 4.06pm and weekends).
8. Must be self-motivated, innovative and have a positive attitude to change and library development.
9. Must be willing to train new staff and young professionals on the job.
10. Must be able to understand the UPNG Code of Conduct, and apply good work ethics, and achieve desired output. Must be a good team player with good Customer Service skills.

HISTORY OF POSITION – (HR DIVISION OFFICE USE ONLY)

UPNG FILE NO.	DATE OF VARIATION	DETAILS