



POSITION DESCRIPTION

The University of Papua New Guinea

DETAILS OF POSITION	POSITION NO.: 283033
SCHOOL/OFFICE: MICHAEL SOMARE LIBRARY	CLASSIFICATION:
DIVISION/STRAND: (insert name here)	POSITION TITLE: LIBRARY OFFICER
BRANCH: (insert name here if applicable)	IMMEDIATE SUPERVISOR CLASSIFICATION & POSITION: ASSISTANT LIBRARIAN
SECTION: NEW GUINEA COLLECTION	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 Assistant Librarian to 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. Implement routine operational activities and provide administrative and supervisory support to the Assistant Librarian.

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

Participate in the implementation of: the collection, organisation, cataloguing, storage preservation, and dissemination of information resources in the Section.

Provide reader services and technical and supervisory support to the Assistant Librarian and reader services to the library.

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

1. Contribute to the preparation and implementation 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 to effectively implement programs, activities and projects of the Section.

3. Assist to identify, acquire and organise, relevant, information resources in all formats: print, online, CDs, photos etc, and disseminate the information to staff, students, Researchers and others who are interested in information about Papua New Guinea.
Special emphasis must be placed in collecting UPNG publications.
4. Perform delegated duties that requires liaison with other institutions both locally and internationally such as Libraries, the Museum, the National Archives, the National Library, Government Departments and Agencies and other stake holders for the sake of acquiring publications about PNG, sharing information, and promoting the development of special collections.
5. Assist the Supervisors to implement programs and 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.
6. Effectively use the Integrated Library Management System for data entry, information retrieval and answering user enquiries.
7. Provide support needed by the Supervisors to implement the following the 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.
8. Catalogue information resources based on existing cataloguing standards in consultation with the Assistant Librarian.
9. Edit records newly created and resolve cataloguing issues identified through user enquiries and circulation process.
10. 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.
11. Maintain effective dialogue and coordination with the Supervisors and other colleagues to promote teamwork and contribute to effective library services.
12. Supervise Reader Services Section during scheduled shift work after 4.06pm or weekends.
13. Perform shelving duties.
14. Assist to supervise the section in the absence of Senior Library staff.
15. 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.
16. 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).

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 diploma in Library and Information Studies or equivalent. Work experience in special collections is an advantage.

EXPERIENCE, KNOWLEDGE, SKILLS, AND PERSONAL ATTRIBUTES

(list the specific knowledge, skills, personal qualities 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 3+ years' work experience in an academic library.
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 be able to perform cataloguing duties based on established library cataloguing standards in consultation with the Assistant Librarian.
5. Must have good leadership skills and be a good role model to subordinates.
6. Must have good inter-personal skills and ability to relate well with colleagues, staff, students and academics.
7. Must be able to communicate effectively in English both verbally and in writing.
8. Prepared to work during and after normal working hours for scheduled shift work (after 4.06pm and weekends).
9. Self-motivated, innovative and 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