



## JOB DESCRIPTION: POS. NO. UNRE LS 001 - UNIVERSITY LIBRARIAN

DEPARTMENT - PNG UNRE	DESIGNATION/CLASSIFICATION: <b>UNIVERSITY LIBRARIAN</b>
OFFICE/AGENCY Chancellery	LOCAL DESIGNATION <b>UNIVERSITY LIBRARIAN</b>
DIVISION Chancellery	HIGHEST SUBORDINATE Deputy University Librarian POS. NO. UNRELS 003
BRANCH Chancellery	IMMEDIATE SUPERVISOR: Pro Vice Chancellor (Academic) POS. NO.
SECTION Library	LOCATION - Vudal Campus

### 1. PURPOSE

The University Librarian is the administrative head of the library and is a senior position within the University Structure. Reporting directly to the Vice-Chancellor, the University Librarian is responsible for full implementation of library policy. He/she is responsible for all matters relating to overall library operations including all library staffing matters, all library financial matters and library material resource matters.

He/she would show competency in all aspects of human resource management and procedures and practices of staff appointment, staff promotion, staff training and development. Knowledge and appreciation of university operational and policy matters is essential.

### 2. ACCOUNTABILITIES

The University Librarian reports directly to the Vice Chancellor and receives directions from the Office of the Vice Chancellor. The University Librarian should be able to run the library as much as possible without too much input from the office of the Vice Chancellor except for matters relating to university policy that needs the direction of the Vice Chancellor, otherwise the University librarian should be able to handle the daily library policy implementation. University Librarian should be knowledgeable in all aspects of library work.

### 3. MAJOR DUTIES

1. Report to the Vice Chancellor of all happenings within the Library on an occasional and timely manner
2. Produce an annual report of library activities, including financial report of spending, library projects implemented, staff training, and library usage report

3. Plan, organize, staff, direct, co-ordinate, budget, implementation and review library policy
4. Oversee the implementation of library policy and develop library policy whenever required
5. Oversee all library operational matters including staffing, budgeting, work programming, implementation, coordination and control
6. Oversee all staffing matters including;
  - a) Staff selection and recruitment
  - b) Staff supervision and control
  - c) Staff training and continuous improvement
  - d) Staff discipline and reward
  - e) Staff motivation and support
7. Be leader of the library team
8. Submit an annual library budget and have the ability to secure financial resources for library operation
9. Work in close consultation with the Bursar on all financial, budgetary and resource allocation issues
10. Work in close consultation with the Registrar on all matters relating to Human Resource Management including staff recruitment and training, staff appraisals and promotions, staff discipline and all other conditions of employment
11. Build linkages with all divisions within the University particularly the academic departments
12. Be quality conscious and ensure an efficient and effective information service delivery system is maintained at all times
13. Oversee, direct and supervise and provide oversight into the operations of the Reader Services and Technical Services functions of library operations
14. Develop and implement library projects that may contribute to the advancement of library services to all graduate and undergraduate students of the university as well as the community at large
15. Liaise and coordinate activities with various Schools and Departments of the university to provide an information service that is demand driven, relevant and up to date
16. Coordinate and align campus libraries staffing and programs with staffing and programs undertaken at ENB and Popondetta Campus Libraries
17. Be library representative on various university committees as required by statute and on appointment
18. Be Executive Officer to the University Library Committee
19. Conduct and chair all sectional meetings and execute decisions of these meetings
20. Review library structural issues and advice Vice Chancellor in the first instance and thence human resources division of any changes and requirements within staff levels
21. Any other duties pertinent to the efficient delivery of information service to core clients as well as peripheral clientele

#### **4. POSITION AND PERSON SPECIFICATIONS**

##### **(a) QUALIFICATIONS**

- A minimum qualification of a Master's degree in librarianship is essential. Master's degree in another field of study in Management or Business Administration with some library qualifications will also be accepted. A PhD will be highly regarded

##### **(b) KNOWLEDGE**

- Extensive knowledge of all aspects of library management including the reader services and technical services aspect is essential

##### **(c) SKILLS**

- Possess appropriate management and technical skills as applicable in a library working environment
- Have an understanding of quality systems management and application of quality systems at the workplace
- Prescribe to the idea of continuous improvement of the work environment as well as improvement in staff skills level
- Proven skills and ability to inspire confidence and support among all team members to achieve the aims and objectives of the library

##### **(d) WORK EXPERIENCE**

- At least 10 years of experience working in a senior position in an academic library environment

