



JOB DESCRIPTION: POS. NO. UNRE LS 005 – LIBRARIAN

DEPARTMENT - PNG UNRE	DESIGNATION/CLASSIFICATION: LIBRARIAN
OFFICE/AGENCY Chancellery	LOCAL DESIGNATION LIBRARIAN
DIVISION Chancellery	HIGHEST SUBORDINATE: Senior Assistant Librarian POS. NO. UNRELS 006
BRANCH Chancellery	IMMEDIATE SUPERVISOR: Senior Librarian POS. NO. UNRELS 004
SECTION Library	LOCATION - Vudal Campus

1. PURPOSE

The major purpose of this position is to provide a qualitative level of service to customers who choose to use the resources contained in the library. The Librarian is responsible for the Readers Services function of the library, ensuring the day to day operations of the Library are carried out within Library policy/standards.

2. ACCOUNTABILITIES

- Efficient and quality service to clients
- To possess knowledge of all aspects of library work
- Be polite and patient in handling client problems and find adequate solutions
- Ensure availability of internet services to Students/staff
- Effective maintenance/supervision of reader services staff
- Reliable management of administrative duties

3. MAJOR DUTIES

1. Assisting with Ordering and Transaction of all books/resources from overseas Book Dealers
2. Kept alert for new publications relevant to support UNRE academic programs via internet or any print material and order any free publications.
3. Cataloguing and classification of books/resources using appropriate cataloguing tools
4. Inputting catalogued records into Athena Library software Cataloguing Program (Master File) in the workroom the transferring to another workstation (Computer) for Reader's (Staff & Students) use thus provides an electrical library Catalogue.
5. Typing catalogue cards, book cards, book pockets and spine labels.

6. Processing catalogued books/resources for shelving and use by the readers (Staff & students)
7. Carry out or supervise internet search for students, downloading/printing of information, cataloguing, processing of these information for addition to the library collection using the cataloguing tools (DDC & AACR2)
8. Be wary of students abusing internet facilities.
9. Assist with Readers Services checking in/out books, etc. when need arises.
10. Organize shift duties and participate with staff on duty after hours.
11. Maintenance of Athena Library Software for readers (Staff & Students)
12. Issuing of memorandum to staff and students of any decisions or approval Library policies made by Library Staff.
13. Supervision of Staff in the Library section, and assisting to solve any work related matters that may arise, including staff appraisal, recommendations for promotions/demotions etc.
14. Assisting with preparation of annual Library budget
15. Acquiring quotes for library computer (s), photocopy consumables, office and library stationary and other related duties.
16. Managing petty cash collected from overdue fines and photocopies fees and make regular deposits to the Accounts section.

4. POSITION AND PERSON SPECIFICATIONS

(a) QUALIFICATIONS

- A minimum qualification of degree in librarianship or a degree in another field of study with a Diploma in Librarianship

(b) KNOWLEDGE

Have clear understanding of customer service provision in an academic library environment including knowledge of information storage, access and retrieval systems. Be familiar with library management software (Athena & Liberty v5) currently in use by the library or other Library management software such as KOHA.

(c) SKILLS

Have very good verbal and written communication skills particularly good skills in public speaking. Must have the ability to remain cool under pressure and have the ability to converse with university students in clear concise language. Be a team player and be fair and firm to all subordinates and giving everyone fair and equal opportunity for advancement and continual improvement. Must have good management skills and have the ability to plan, organize, direct, supervise, control and co-ordinate activities of the section

(d) WORK EXPERIENCE

- Between 5 to 10 years of similar work experience in an academic library