

Library Assistant (PIDG/LA1)

Job Purpose

Under the direction of the Coordinator, Research and Information, the Library Assistant provides paraprofessional support in the organisation and dissemination of library resources and services to satisfy the information needs of users.

Key Outputs

1. Users' requests satisfied
2. Resources shelved
3. Tours conducted
4. Exhibitions mounted
5. Reports Submitted

Key Responsibilities

Technical

1. Provides research and information services to library users
2. Participates in the shelving and storage of Rare Books and DRR resources in adherence to classification schemes, rules and standards conducive to the retrieval and preservation of the collection
3. Maintains systems/records/databases (User Registration, Jottings)
4. Registers library patrons and issues library patrons
5. Performs routine shelf reading activities to maintain orderliness in collections
6. Participates in the selection and addition of items to the H/N and B/N clippings
7. Participates in search activities and reports missing items
8. Contributes to the organization of the collection to facilitate access
9. Participates in the rearrangement of shelves to accommodate collection growth
10. Verifies the accuracy of resources received from the Cataloguing Department
11. Verifies the accuracy of lettering of resources returned from the Bindery
12. Conducts library tours
13. Participates in outreach activities
14. Prepares monthly progress reports

Performance Standards

1. Users' requests satisfied within specified time
2. Users' requests satisfied according to agreed standards
3. Resources shelved within specified time
4. Resources shelved according to agreed standards
5. Resources accessioned within specified time

6. Exhibition mounted to agreed standards
7. Reports completed within specified time

Core Competencies
<ol style="list-style-type: none"> 1. Oral Communication 2. Written Communication 3. Customer & Quality Focus 4. Team Work & Cooperation
Functional Competencies
<ol style="list-style-type: none"> 1. Research and Reference Skills 2. Preservation and Conservation 3. Database Management 4. Records Management 5. Information Communication Technology
Minimum education and experience
<p>Library Technical Certification with pass in English Language Secondary Level Education to include passes in CAPE History and or English Literature One (1) years experience as a Library Assistant</p>
Special conditions associated with the job
<ol style="list-style-type: none"> 1. Dusty environment 2. Required to work outside of normal working hours to include Saturday and or Sunday
Authority
<p>None</p>

Salary scale \$557,153 - \$662,280 p.a.

Applications accompanied by detailed resume should be sent by **Wednesday October 18, 2017**
to:

Director HRM & Administration
National Library of Jamaica
12 East Street, Kingston.
Email: nljhrm@cwjamaica.com

We appreciate all responses, however only shortlisted candidates will be contacted