

## Library Assistant (PIDG/LA2)

### 1. Job Purpose

Under the direction of the Head, Special Collections the Library Assistant provides paraprofessional support in the organisation and dissemination of library resources and services to satisfy the information needs of users.

### 2. Key Outputs

1. Resources shelved
2. User requests satisfied
3. Jottings cards created
4. Databases maintained
5. UN material catalogued
6. Resources for preservation and conservation dispatched
7. Reports submitted

### 3. Principal Responsibility Areas

1. Undertakes the maintenance of the Daphne Douglas and Rare Books collections by identifying pamphlet boxes in need of expansion, resources that need cardboard backing, relabeling and/or rewrapping and reporting to the Coordinator, Research and Information issues of maintenance, etc.
2. Provides research and information services to library users
3. Participates in search activities and reports missing items
4. Participates in the creation of Jottings cards
5. Conducts routine shelf reading and collection maintenance
6. Dispatch resources received from Cataloguing/Acquisitions and Conservation departments to respective locations
7. Performs copy cataloguing of United Nations (UN) resources
8. Performs routine maintenance of the United Nations collection to remove resources as dictated under NLJ's Collection Development Policy
9. Participates in the shelving and storage of resources in adherence to classification schemes, rules and standards conducive to the retrieval and preservation of the collection
10. Assists in the delivery of training programmes
11. Maintain systems/records/databases of material sent and received from the Bindery
12. Identifies and dispatches resources for preservation and conservation.
13. Assists with library tours and library orientation
14. Participates in the mounting of exhibitions and displays
15. Prepares quarterly and monthly progress and departmental reports

## 16. Performance Standard

1. Collection maintained according to agreed standards
2. Jottings cards created vs. target set
3. Databases maintained vs. target set
4. UN material catalogued vs. target set
5. Resources for preservation and conservation dispatched
6. Materials shelved according to specified standards
7. Materials shelved within agreed time
8. Resources shelved according to specified standards
9. Databases maintained according to agreed standards
10. Reports submitted within agreed time

## 17.Required ( Functional / Technical ) Competencies

Cataloguing and Classification  
Collection Management  
Reference and Research  
Preservation & Conservation  
Database Management  
Information Communication Technology

## 18.Required (Non Functional / Technical ) Competencies

1. Teamwork and Cooperation
2. Oral Communication
3. Written Communication
4. Customer and Quality Focus

## 19.Minimum education and experience

1. Library Technical Certificate /Associate Degree in Library Studies
2. Secondary Level Education with passes in English Language
3. Two (2) years experience in library environment

## 20.Special conditions associated with the job

Required to work outside of normal working hours and location to include Saturday and or Sunday

## 9 Authority

None

**Salary scale \$700,634 - \$832,833 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](mailto:nljhrm@cwjamaica.com)

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