



CIVIL SERVICE OF JAMAICA

JOB DESCRIPTION AND SPECIFICATION

Ministry/Entity: Ministry of Health

JOB TITLE:	Library Assistant
JOB GRADE:	PIDG/LA 2
POST NUMBER:	53784
DIVISION/BRANCH:	Corporate Service Division/Documentation/Information and Access Services Branch
SECTION/UNIT:	Library Unit
REPORTS TO:	Librarian
MANAGES:	N/A

This document will be used as a management tool and specifically will enable the classification of positions and the evaluation of the performance of the post incumbent.

This document is validated as an accurate and true description of the job as signified below:

Employee

Date

Manager/Supervisor

Date

Head of Department/Division

Date

Date received in Human Resource Division

Date Created/Revised

1. JOB PURPOSE (Reason for Existence)

Under the supervision of the Librarian, the Library Assistant assists in providing easy access to the information resources of the Ministry of Health.

2. KEY OUTPUTS (Results, Deliverables)

- Individual Work Plan prepared;
- Reference queries satisfied;
- Library materials catalogued and classified;
- Library material shelved;
- Client's cards prepared and filed;
- Materials accessioned and entered in accessions register.
- Records maintained.

3. KEY RESPONSIBILITIES (Activities, Tasks)

A.) Management/Administrative Responsibilities:

- Prepares individual work plan;
- Assists with cataloguing & classification of Library Materials;
- Ascertains and assigns subject headings and cross-reference;
- Shelves and files library material;
- Guides readers in the use of the Library;
- Issues materials to readers and instructs them in the use of research tools;

- Replaces materials issued to readers;
- Prepares and files client's cards;
- Assists in the selection of materials for acquisition by the Library by perusing materials such as journals, bibliographies and catalogues to ascertain the availability of materials for the Library;
- Prepares accessions lists and maintains record of library use;
- Maintain records for the interlibrary loan service;
- Repair books when necessary;
- Assists in the mounting of displays/exhibitions;
- Distributes posters and brochures;
- Abstracts and indexes journals;
- Instructs/ assists users on the use of online databases;
- Assists with receiving and dealing with the public, telephone queries, attending meetings and workshops;
- Performs other related duties that may be assigned from time to time.

4. PERFORMANCE STANDARDS (How Success Will Be Measured):

- Individual Work Plan prepared in accordance with agreed format and within specified time frame;
- 80% of requests/queries received satisfied in given timeframe;
- Library materials catalogued and classified according to content and purpose and within set guidelines;
- Library material shelved in a timely manner;
- Client's cards are prepared and filed accurately;

- Materials accessioned and entered in accessions register shelving done on a daily basis;
- Records of library use and for the interlibrary loan service maintained in accordance with set guidelines;
- Confidentiality and integrity are exercised at all times.

5. INTERNAL AND EXTERNAL CONTACTS:

i) Internal Contacts

Contact (Title)	Purpose of Communication
Director, Documentation/Information and Access Services	Obtains/gives advice, receive directives, and guidance, general information and feedback
Librarian	Obtains/gives advice, receive directives, and guidance, work assignments, general information and feedback
Other members of staff	Request/queries, how to use research tools and reference source
Regional Health Authorities/Health facilities	Enquiry and request for documentation/material

ii) External Contacts

Contact	Purpose of Communication
Library Professionals	Collaborate on issues relating to Library
Other users	Request/queries, how to use research tools and reference source

6. REQUIRED COMPETENCIES:

Core

- Strong presentation, written, oral and communication skills;

- Good human relations and interpersonal skills;
- Good planning and time management skills;
- Analytical Thinking skills;
- Good leadership, and relationship-building skills;
- Ability to exercise sound judgement and attention to detail;
- Good skills in teamwork and cooperation;
- Strong goal/result orientation;
- Compliance;
- Good integrity/ethics exercised in the performance of duties.

Technical

- Knowledge of Government's regulations and procedures;
- Knowledge of the Ministry's policies and procedures;
- Working knowledge of library methods and procedures;
- Knowledge of Universal Decimal Classification Scheme and Cataloguing;
- Knowledge of the Access To Information Act;
- Knowledge of abstracting and indexing skills;
- Research and bibliographic skills;
- Interviewing techniques in relation to client needs;
- Proficiency in the use of relevant computer software and computer applications.

7. MINIMUM REQUIRED EDUCATION AND EXPERIENCE:

- Certificate in Library Science.

- One (1) year in a similar position.
- Training in Customer Service

8. SPECIAL CONDITIONS ASSOCIATED WITH THE JOB:

- Exposed to dust;
- Required to work beyond normal working hours whenever the need arises.

9. AUTHORITY:

N/A

10. WORKING CONDITIONS:

- Normal office conditions.