



PERFORMANCE MANAGEMENT AND APPRAISAL SYSTEM - GOVERNMENT OF
JAMAICA
MINISTRY OF HEALTH

JOB DESCRIPTION AND SPECIFICATION

JOB TITLE:	Librarian
JOB GRADE:	PIDG/LSV IV
DEPARTMENT:	Information and Documentation
REPORTS TO:	Manager Information & Documentation Services
MANAGES:	Library Assistants, Data Entry Clerk, Audio Visual Technician

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

Employee

Date

Head of Department/Division

Date

Date received in Human Resource Division

Date created/revised

JOB PURPOSE

Responsible for the supervision of the library at Head Office and for ensuring that the total information base of the Ministry of Health is accessible.

KEY OUTPUTS

1. Information to internal & external clients accessible
2. Materials are scientifically organized.
3. Technical services provided to users from ministries/and other government, agencies and NGO's.
4. Appropriate linkages established & maintained.
5. Monthly reports prepared and submitted
6. Annual work plans and budget developed
7. Annual PER completed
8. Exhibits and displays mounted

KEY RESPONSIBILITY AREAS

Management/Administrative Responsibilities

1. Develops and maintains a system of identification, procurement, organizing library materials.
2. Provides reference service as required by staff and members of the public.
3. Building and maintaining the library's in-house database using WINISIS software
4. Develops and implements procedures to ensure full utilization of the facilities.
5. Prepares and manages annual budget to support the activities of the Library.
6. Provides supervision and management for the audio-visual section of the library.
7. Monitors operations of libraries at Health facilities.

Technical/Professional Responsibilities

1. Identifies, selects, evaluates and acquires library, other learning materials and necessary equipment.
2. Determines and implements changes and modifications in class systems and cataloguing codes to comply with the international bibliographic descriptive standards.
3. Identifies institutes and maintains satisfactory procedures to ensure the care and security of all materials and equipment in the library.
4. Keeps abreast of material available in the International Information System and develops and maintains procedures for accessing this information when required by persons in or associated with the Ministry, or other persons requiring health related information.

Human Resource Responsibilities

Manages the welfare & development of supervisees through the preparation of performance evaluation & recommended training & other programmes.

Other Responsibilities

Performs any other related duties as assigned by the Director, Documentation and Information.

PERFORMANCE STANDARDS

1. Complaints/requests initiated within 48 hours of receipt
2. Books catalogued and classified using Universal Decimal Classification Scheme.
3. Linkages established and maintained with professional associations.
4. Quality service offered by library staff.
5. Procedures maintained
6. Data entered error free

7. Timely submission of monthly reports
8. Annual budget prepared and submitted by established deadline
9. Annual Performance Evaluation Report for staff of the unit completed, discussed and submitted by established deadline
10. 80% of MOH and its clients needs satisfied
11. Records/information organized scientifically

REQUIRED COMPETENCIES

Functional/Technical Competencies
Knowledge of the Universal Decimal Classification (UDC) Scheme.
Knowledge of CDS/ISIS software.
Familiarity with the Internet.
Excellent computer skills.
Knowledge of management principles and practices
Knowledge of Copyright Act
Knowledge of Library and Information management

Core Competencies	Level s
Oral communication skills	2
Written communication skills	2
Teamwork and cooperation	2
Methodical	2
Customer and quality focus	2
Compliance	2
Initiative	2
Planning and organizing	2
Interpersonal skills	2

MINIMUM EDUCATION AND EXPERIENCE REQUIRED

- B.A. in Library and Information Studies - Plus
- 5 years working experience in a related field.

SPECIAL CONDITIONS ASSOCIATED WITH THE JOB

- May be exposed to dust
- May be required to visits out stations

AUTHORITY

- Select and acquire new publications relevant to the needs of the Ministry.
- Supervise library staff and other personnel assigned.
- Train Work experience students from Excelsior Community College and the University of the West Indies in the area of Librarianship.
- Approve sick, departmental and vacation leave for library staff.