



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

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**JOB DESCRIPTION AND SPECIFICATION**

**JOB TITLE:** Library Assistant  
**JOB GRADE:** PIDG/LA 2  
**DEPARTMENT:** Information and Documentation  
**REPORTS TO:** Librarian  
**MANAGES:**

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**

To assist in providing easy access to the information resources of the Ministry of Health.

## **KEY OUTPUTS**

1. Reference queries satisfied.
2. Library materials catalogued and classified.
3. Client's cards are prepared and filed.
4. Materials accessioned and entered in accessions register shelving done daily.

## **KEY RESPONSIBILITY AREAS**

1. Assists with cataloguing & classification of Library Materials.
2. Ascertains and assigns subject headings and cross-reference.
3. Guides readers in the use of the Library
4. Issues materials to readers.
5. Replaces materials issued to readers.
6. 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.
7. Prepares accessions lists and maintains record of library use.
8. Performs other related duties such as receiving and dealing with the public, telephone queries, attending meetings and workshops.
9. Assists in the mounting of displays/exhibitions.
10. Distributes posters and brochures
11. Abstracts and indexes journals
12. Performs any other related duties assigned from time to time

## **PERFORMANCE STANDARDS**

1. 80% of requests received satisfied in given timeframe.
2. Maintain daily record of library use.
3. Catalogue at least (5) publications per day.

4. Accurate recording of appointments/requests.
5. Catalogue at least (5) publications per day.
6. Materials received to be processed within 3-5 working days.
7. Data entered error free
8. Accurate filing and shelving

### **REQUIRED COMPETENCIES**

<b>Functional/Technical</b>
Computer Skills
Knowledge of Universal Decimal Classification Scheme and Cataloguing Skills
Knowledge of Access to Information Act
Knowledge of abstracting and indexing skills
Interviewing techniques in relation to client needs
Research and bibliographic skills

<b>Core Competencies</b>	<b>Level s</b>
Oral communication skills	2
Written communication skills	2
Interpersonal skills	2
Methodical	2
Analytical Thinking	2
Compliance	2
Use of Technology	2

### **MINIMUM EDUCATION AND EXPERIENCE REQUIRED**

- Certificate in Library Science.
- One (1) year in a similar position.

### **SPECIAL CONDITIONS ASSOCIATED WITH THE JOB**

- Dust
- Occasionally required to work beyond normal hours

### **Authority**

- Assign Classification numbers

- To Supervise student assistants and other assigned personnel