



CIVIL SERVICE OF JAMAICA

JOB DESCRIPTION AND SPECIFICATION

Ministry/Entity: Ministry of Health

JOB TITLE:	Librarian
JOB GRADE:	PIDG/LB 5
POST NUMBER:	27727
DIVISION/BRANCH:	Corporate Service Division/Documentation/Information and Access Services Branch
SECTION/UNIT:	Library Services Unit
REPORTS TO:	Director, Documentation/ Information and Access Services
MANAGES:	1 Senior Library Assistant PIDG/LA 2 1 Library Assistant PIDG/LA 2 1 Audio Visual Technician MCG/AVT 1

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 general direction of the Director, Documentation/Information and Access Services, the Librarian is responsible for providing library and research services for the organization, maintenance and supervision of the library and its collections and for ensuring that the total information base of the Ministry of Health is accessible.

2. KEY OUTPUTS (Results, Deliverables)

- Information to internal & external clients accessible;
- Materials are scientifically organized;
- Technical services provided;
- Books catalogued and classified;
- Appropriate linkages established & maintained;
- Budget prepared and submitted;
- Annual work plans developed;
- Annual staff performance managed and evaluated;
- Monthly reports prepared and submitted;
- Exhibits and displays mounted.

3. KEY RESPONSIBILITIES (Activities, Tasks)

A.) Management/Administrative Responsibilities:

- Participates in the development of the Operational Plan for the Branch;

- Prepares and manages annual budget to support the activities of the Library and ensures that expenditure is kept within budget;
- Develops and implements library and information policies and procedures to ensure full utilization of the facilities.
- Provides supervision and management for the audio-visual section of the library;
- Develops individual Work Plan;
- Monitors the implementation of the Units Work Plan;
- Monitors operations of libraries at Health facilities;
- Prepares and submits activity reports as required.

B.) Technical /Professional Responsibilities:

- Develops and manages convenient, accessible library and information services;
- Analyzes and evaluates library and information services;
- Develops and maintains a system of identification, selection, evaluation and procurement of library, other learning material and necessary equipment;
- Provides reference service as required by staff and members of the public;
- Builds and maintains the library's in-house database using WINISIS/KOHA software;
- Determines and implements changes and modifications in class systems and cataloguing codes to comply with the international bibliographic descriptive standards.
- Develops and maintains cataloguing procedures;
- Determine the type of cataloguing required;
- Distributes materials for cataloguing;
- Perform original cataloguing and classification of print, audio-visual and electronic resources;

- Develop and maintain special indexing systems and files for special collections;
- Identifies institutes and maintains satisfactory procedures to ensure the care and security of all materials and equipment in the library;
- Provides library services in response to the information needs of library users;
- Responds to daily on-site requests for information;
- Maintains the organization of library materials;
- Ensures an accurate inventory of resources;
- Ensures efficient retrieval by users;
- Maintains inventories and compile statistics;
- Trains library users to effectively search the Library catalogue, Internet and other electronic resources;
- Trains work experience students from Excelsior Community College and the University of the West Indies in the area of Librarianship;
- Provide an interlibrary loan service for both books and audiovisual materials and maintain records.
- 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.

C.) Human Resource Responsibilities

- Provides leadership and guidance to staff supervised through effective planning, delegation, communication, training, mentoring and coaching;
- Reviews and approves the individual work plans of staff supervised;
- Supervises and evaluates the performance of staff to ensure that work output is consistent with the work plan;
- Establishes and maintains a system that fosters a culture of team work,

employee empowerment and commitment to the Division's goals;

- Contributes to the development and welfare of direct report through the effective use of the performance management system and makes recommendations for training and career development where necessary;
- Fosters an atmosphere of trust, high ethical and confidential standard;
- Ensures that staff supervised is aware of and adheres to the policies, procedures and regulations which guides the operations of the Ministry/Unit;
- Recommends sick, departmental and vacation leave for staff supervised in keeping with established Human Resource policies and procedures;
- Participates in the recruitment of staff for the Unit;
- Participates as required in disciplinary proceedings involving staff;
- Conducts monthly and other ad hoc meetings with staff supervised.

D.) Other Responsibilities;

- Performs any other related duties as assigned by the Director, Documentation/Information and Access Services from time to time.

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

- Information to internal & external clients accessible;
- Materials are scientifically organized and maintained;
- Technical services to users from ministries and other government agencies and NGO's are provided in accordance with established standards ;
- Books catalogued and classified using Universal Decimal Classification Scheme;
- Appropriate linkages established with professional associations are maintained;

- Annual budget prepared and submitted by established deadline
- Annual work plans developed within agreed timeframe;
- Annual Performance Evaluation Report for staff of the unit completed, evaluated, discussed and submitted by established deadline;
- Monthly reports prepared and submitted are accurate and comprehensive and produced within agreed timeframe;
- Exhibits and displays mounted are effective and timely.
- 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	Obtain/give advice, receive directives, and guidance, work assignments, provide feedback
Divisional/Technical Heads	Enquiry and request for documentation/material
Other members of staff in the Ministry, Departments & Agencies	Enquiry and request for documentation/material
Regional Health Authorities/Health facilities	Enquiry and request for documentation/material

ii) External Contacts

Contact	Purpose of Communication
Other Ministries, Departments, Agencies	Enquiry and request for documentation/material
The Public	Request for documents
Schools/colleges/universities	Training in the area of librarianship

Librarian, Corporate Services
 Division/Documentation/Information and Access Services Branch,
 Ministry of Health,
 Prepared: By HR Consultant, August 22, 2016.

6. REQUIRED COMPETENCIES:

Core

- Excellent presentation, written, oral, listening and communication skills;
- Good and interpersonal skills;
- Excellent planning and time management skills;
- Strong decision-making, and critical thinking skills;
- Excellent research, analytical and problem solving skills;
- Excellent leadership, networking and relationship-building skills;
- Ability to exercise sound judgement, accuracy and attention to detail;
- Excellent skills in teamwork and cooperation;
- Customer and quality focus;
- Strong goal/result orientation;
- Compliance;
- Initiative;
- Ability to manage a library and its collection;
- Be flexible;
- Excellent integrity/ethics exercised in the performance of duties.

Technical

- Sound knowledge of Government's regulations and procedures;
- Strong knowledge of the Ministry's policies and procedures;
- Knowledge of Management principles and practices;
- Knowledge of Library and Information Management, library ethics and professional standards;

- Knowledge of the Copyright Act;;
- Knowledge of the Universal Decimal Classification (UDC) Scheme;
- Knowledge of Access to Information Act;
- Proficiency in the use of relevant computer software and computer applications.

7. MINIMUM REQUIRED EDUCATION AND EXPERIENCE:

- Bachelors Degree in Library and Information Studies;
- 5 years working experience in a related field.

8. SPECIAL CONDITIONS ASSOCIATED WITH THE JOB:

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

9. AUTHORITY:

- To select and acquire new publications relevant to the needs of the Ministry.

10. WORKING CONDITIONS:

- Normal office conditions.