



# NATIONAL ENVIRONMENT AND PLANNING AGENCY

## JOB DESCRIPTION AND SPECIFICATION

<b>JOB TITLE:</b>	Senior Librarian
<b>JOB GRADE:</b>	<b>7</b>
<b>POST NUMBER:</b>	
<b>DIVISION:</b>	Corporate Management
<b>BRANCH:</b>	Public Education & Corporate Communications
<b>REPORTS TO:</b>	Manager
<b>MANAGES:</b>	Librarian, Library Assistant

This document is used as a management tool and specifically to 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

### **Strategic Objectives of the Division/Branch:**

The Corporate Management Division provides a portfolio of organization support functions to enable efficient operations of the Agency in executing its mandate and the achievement of its objectives. The Division comprises the following Branches:

**Finance & Accounts Branch:** is responsible for managing the financial affairs of the Agency establishing and maintaining sound financial controls, accounting systems and procedures in keeping with standard accounting principles and practices and GoJs standards and requirements.

**Public Education and Corporate Communication Branch** is responsible for providing public education and consultation support services to the divisions and branches as well as to coordinate the Agency's public relations programmes.

**Information Technology Branch:** is responsible for the ongoing operations and technical support of the agency's technology infrastructure to support operational management and delivery of its services.

**Facilities Management and Operations Branch:** provides security, ancillary and maintenance management services and administers the procurement function.

**Public Procurement Branch:** responsible to provide procurement management services and administer public procurement on behalf of the Agency.

### **Job Purpose:**

The Senior Librarian is responsible for managing the operations of the documentation center ensuring the effective acquisition, storage archiving and taxonomical layout of information resources to enable easy and user-friendly access to users. The position also assists with public education and relations initiatives and provides research assistance support to staff.

### **Key Outputs:**

- Center's Operating policies and procedures
- Cataloguing and classification system
- Collection of resource material
- Inventory of resources, tools and equipment
- Research information
- Direct reports work plans and performance appraisals

### **Key Responsibility Areas:**

#### ***A. Administrative Responsibilities***

1. Contributes to the preparation of the Branch's operational plans and budget; manages the implementation of initiatives related to the areas within the span of control to achieve established objectives and targets.
2. Develops/updates and implements policies and procedures to guide the operation of the Center.

3. Coordinates the sourcing, selection and procurement of equipment, tools, and resource material for the center.
4. Monitors and processes emails submitted to the Public Education Mailbox
5. Prepares and submits reports on the activities of the section as requested.
6. Participates in planning and implementation of special projects undertaken by the Branch/Division
7. Analyses results of user satisfaction surveys and make recommendations for improvements where necessary.
8. Keeps abreast of trends and developments in information/records management and recommends their adoption/application where appropriate to enhance the effectiveness of the center;
9. Participates in team efforts to achieve Division and Agency goals; demonstrates/upholds the Agency's core values in personal and professional behaviours.
10. Establishes and maintains effective relationship with information and other professionals in the environment and planning field and represents the Branch and/or the Agency as directed.

#### ***B. Technical/ Professional Responsibilities***

1. Develops and implements comprehensive cataloguing and classification systems to preserve accuracy and security of catalogued items based on requirements of the Agency.
2. Compiles and maintains an inventory of the collection of electronic and paper-based resources; periodically reviews the collection and makes recommendations for adding materials to address knowledge gaps and/or discontinuing materials as needed to maintain the currency and value of the collection.
3. Monitors and ensures the centre's information databases are updated, kept current and that users are allowed appropriate levels of access to maintain the security.
4. Monitors the movement of paper-based resources to ensure compliance with established procedures and enable adequate access to all users.
5. Checks and verifies hard and soft copy data sheets.
6. Provides assistance to staff in the research and preparation of documents.
7. Coordinates the hosting of special interest groups and visitors to the Center and assists with the response to information requests as required.
8. Provides research and administrative support in the planning and organizing of public education and publication relations activities undertaken by the Branch.

### **C. Supervisory**

1. Develops annual work plans for direct reports ensuring they are fully utilized in order to deliver against agreed work programme and achievement of the Unit's targets; monitors their performance and provides timely feedback to facilitate development of performance gaps and/or reinforcement of performance excellence; conducts performance appraisals within the guidelines provided by the HR Division.
2. Directs the development and oversees the implementation of initiatives to promote teamwork and cooperation within the Center and contributes to building an environment, which stimulates, motivates and keeps employees engaged.
3. Provides leadership to direct reports through effective objective setting, delegation and communication; ensures direct reports are aware of, and adheres to, the Agency's policies, procedures and regulations.

### **D. Other Responsibilities**

The incumbent may from time to time be assigned duties not specifically outlined within the job description but are within the capacity, qualifications and experience normally expected from a person occupying this position.

### **Authority**

The position incumbent is authorized to:

- Recommend the types of resources to purchase for the library
- Recommend types of subscriptions for magazines etc
- Determine schedule for use of Center
- Recommend staff leave

### **Performance Standards:**

- Established Center personal targets are consistently met
- Collection of resources is current and accurately classified and catalogued.
- Catalogue and classification system is in keeping with established information management standards and meet the needs of the Agency.
- Inventory of resources, tools and equipment is accurate and up to date
- Reports are accurate and on time
- Staff are effective and efficient
- Users of the center are satisfied with the quality of service and assistance provided.
- Confidentiality and integrity are maintained in the execution of duties.
- Good coordination and effective working relations exist with other Divisions/Units

**Internal and External Contacts** *(specify purpose of significant contacts ):*

**(i) Internal**

<b>Contact (Title)</b>	<b>Purpose of contact</b>
All staff	Facilitate use of Centre, assist with research

**(ii) External Contact (required for the achievement of the position's objectives)**

<b>Contact (Title)</b>	<b>Purpose of Contact</b>
Professional associations, book shops	Purchase books, magazines, Manage agency memberships
Visitors to the Centre	Provide information, hosts visits

**Working Conditions**

Typical Office environment

**Required Competencies**

- Good Interpersonal Skills
- Good Written and presentation skills
- Good judgment, decision making and problem solving skills
- Good planning and organising skills.
- Expertise in cataloguing and classification
- Excellent records/information management skills
- Good research skills
- Working knowledge of relevant computer applications and systems.

**Minimum Required Education and Experience**

- Undergraduate degree in Library and Information Studies.
- Three years working experience in a similar position.
- Certificate/ Training in supervisory management