



VACANT POST NOTICE

Applications are invited from suitably qualified persons to fill the position of **LIBRARIAN** at the Sir Arthur Lewis Community College (SALCC).

JOB SUMMARY

The Librarian is the Library Manager who is responsible for overseeing the general operations of the library. The Library Manager plans, organizes and directs the operations and staff of the Library; prioritizes and schedules major projects; and develops and manages the operating and grant budgets. The Library Manager must be a good coordinator and organizer. He/she must equally be a good planner with the ability to function perfectly as a director since the whole burden of proper management of the library falls on his/her shoulders most of the time.

In addition to the skills needed as a Librarian, a Library Manager employs management techniques effectively in directing, planning, organizing, staffing, coordinating, budgeting, and evaluating the library's operation.

QUALIFICATIONS AND EXPERIENCE

1. A Masters' Degree in Librarianship or Information Studies/Management/ Library Science or a relevant field
2. At least five years management/leadership experience

SKILLS AND OTHER ATTRIBUTES REQUIRED

1. In depth knowledge of professional Library principles, practices and administration.
2. In depth knowledge of Library programs and services.
3. In depth knowledge of personal computers, standard business software and specialized software for library applications.
4. In depth knowledge of management and supervisory principles, practices and methods.
5. In depth knowledge of personnel training principles, practices and methods.
6. Knowledge of budget administration methods and techniques.
7. High level of skill in effective oral and written communications.
8. High level of skill in library collection development.
9. High level of skill in conducting analysis, developing recommendations and preparing comprehensive reports.
10. High level of skill in planning, developing and implementing Library policies, procedures and objectives.
11. High level of skill in effectively supervising and delegating duties to assigned staff.
12. High level of skill in resolving customer complaints and concerns.

KEY FUNCTIONS AND MAIN RESPONSIBILITIES

1. Lead in the development of library strategy, policy, planning, administrative and budgetary functions of the Library
2. Establish and implement library and information policies and procedures in relation to teaching learning and research
3. Provide effective user access to library collections and resources
4. Develop and maintain collections management policies and procedures
5. Formulate appropriate guidelines and procedures for the efficient operations of the Library;
6. Supervise the selection, ordering and acquisition of materials for the library
7. Develop instructional and in-service training and professional development programmes for library staff and students;
8. Establish and maintain links with local and regional information professionals and networks;
9. Participate in the improvement plans for the development of the physical plant and academic support services of the Library;

10. Develop and maintains library fund raising activities
11. Manage and supervises library information systems services
12. Develop and maintains online information resource services

APPLICATION PROCEDURE

Interested, eligible candidates are invited to apply by completing the prescribed forms which can be obtained from the Office of Human Resources, Sir Arthur Lewis Community College, or can be downloaded from the College's website (www.salcc.edu.lc) . Applications should include a brief curriculum vitae, verified copies of relevant certificates and qualifications and at least two letters of reference confirming the required experience, skills and disposition of the applicant.

Completed applications must be emailed to hr@apps.salcc.edu.lc or returned to the Office of Human Resources by **February 15, 2021**.

TERMS OF APPOINTMENT

The salary will be determined by the qualifications of the applicant and in accordance with the salary scales approved by the College.

Quarters, transportation to and from work, free medical attention and medicines will not be provided. The successful applicant's income will be liable to taxation in accordance with the local Income Tax Ordinance.

**The Human Resource Manager
Sir Arthur Lewis Community College
Tel.: 758-457-7312**

February 1, 2021