



JOB DESCRIPTION & PERSON SPECIFICATION

JOB TITLE: Librarian	DEPARTMENT: Academic Staff
POSITION REPORTS TO: VP Academics	
POSITION IS REPORTED BY: Assistant Librarian; Library Assistant; Library Attendant	
MAJOR JOB RESPONSIBILITIES	
<ol style="list-style-type: none">1. Supervise library sections; acquisition, reference, technical, circulation and periodicals & manages all activities in ordering and receiving new materials, checking duplication and price verification.2. Dealing with budgets in relation to your allocated subject areas/departments and, in some cases, purchasing resources & raise the EPRs for purchasing of library material, computer equipment, and all necessary stuff of library & purchasing of additional material on the request of faculty like case study report from other universities.3. Develop library collection (Books, Journals, Magazines, Audio Video CDs, & Newspapers) & identify the damage and unused material for weeding, replacement, binding, and updating and all other library materials.4. Resource sharing with other campuses of SZABIST as well as other universities libraries to ensure better access to information resources as well as maximization of information resources.5. Ensures the reviewing of current and prospective vendors to assess service and pricing, renegotiating discount/pricing structures with appropriate vendors.6. Responsible for generating system records and reports which support the purchasing for SZABIST Library, providing records for all department Library budget, and assisting in gathering such data for assignments as requested.7. Actively participates in departmental meetings, participate in the departmental visits and provide required data related to library.8. Assign alternate duties to library staff & works with library staff to insure efficient workflow for the purpose of ensuring the goals of the work unit are met.9. Carrying out staff management, which may involve recruitment and selection, appraisals, support and development, disciplinary action, staff rotas and training,	



as well as allocating daily tasks.

10. Initiates and implements library policies, estimates annual budget, prepare comparative report before purchasing library materials.
11. Provide Library clearance to students, staff and Faculty members.
12. Resolve library's Administration and IT related problems & advising Department of Information Technology of the Institute to develop an interactive library.
13. Produce monthly and annual statistical reports on materials added to the library collection.

PERSON SPECIFICATION

(1) Academic Qualification Required

At least MLIS

(2) Specific Job-related Skills Required

1. Communication & Listening Skills
2. Interpersonal Skills
3. Computer Skills
4. Ability to Plan, Organize, and Supervise the Work
5. Ability to train the subordinates

(3) Specific Job-related Traits & Behaviors Required

1. Attendance & Punctuality
2. Control on Cost
3. Initiative Taking
4. Cooperativeness & Coordination
5. Policy and Procedure Compliance
6. Appearance
7. Discipline

(4) Experience Required

At least 3 years of experience as a Librarian in well established organization.

(Signatures of the Employee)

(Signatures of the HoD)

(Head of Human Resources)