

Terms of Reference of Head Librarian

The Head Librarian will manage the planning, administrative, management and budgetary functions of the college's library services. He or she will ensure the provision of professional and responsive library services to the college community, including but not limited to:

RESPONSIBILITIES

Library Management

- Manage and develop convenient, accessible library and information services
- Manage all library activities and take full responsibility for the library services of the college, including the safety and security of the library's facilities and resources
- Develop and implement library and information policies and procedures for the college· Analyze and evaluate library and information services, including technology and media service requirements
- Supervise, train, evaluate and recruit as necessary a team of library workers (including a Librarian, an Assistant Librarian and student workers), as well as develop work schedules
- Manage library budget and all library expenditures, including procurement of materials · Explore possibilities for grants and other fundraising activities to enhance the library's collection and functioning.

Public Services

- Provide and ensure provision of reference and research assistance
- Provide library and information-literacy training and instruction for students and staff· Organize outreach activities to stimulate use of the library's programs and services· Initiate interlibrary loans where possible

Technical Services

- Manage the integrated library system
- Direct all cataloging, DDC classification, and collection management
- Manage collection development and acquisition of all new materials
- Work effectively with faculty to organize and manage materials on reserve for college courses ·
Oversee verification of bills for new procurement and maintenance of records for payment of invoices

EXPERIENCE, SKILLS AND ABILITIES

Education: Preferably an advanced degree in library science.

Experience: The candidate should have at least 4 years of work experience as a librarian, preferably in a tertiary institution.

Knowledge and Skills: Skilled in library organization and management, including training and supervising staff (including student workers). Good knowledge of integrated library systems, reference and research assistance, database searching, etc. Strong interpersonal skills.

Personal attributes: Hard working, active interest in providing high-quality service, excellent oral and written English language skills, attention to detail and ability to build others' knowledge and enthusiasm for effective information retrieval. International experience is very desirable, but not essential.

JOB ENVIRONMENT

The Head Librarian reports directly to the Dean of Academic Affairs. The position may require some evening work on a rotation basis.