



JOB DESCRIPTION

Position title:	Librarian
Department:	Library
Reporting to:	Assistant Dean for Administration and Finance

JOB PURPOSE

Provide professional leadership and participation in effectively identifying and accessing desired information in printing, media and electronic formats regardless of location and empowering students to become lifelong learners through library instruction.

MAIN DUTIES AND RESPONSIBILITIES

Customer Service

- Direct staff, develop and design information programmes and systems that will be used by the students, making sure that all information is displayed in a user friendly way.
- Help students and staff locate information and using it proficiently for personal and professional objective.
- Assist visitors in locating the material they are looking for.
- Serve in an instructional way, demonstrating to patrons how to find and acquire information
- Determine the patron's needs and decide what information best fulfills those needs, and then provide assistance in the search for and acquisition of such material
- Routinely assist patrons in navigating the internet as they look for quality information
- Explaining library policies and handling patron complaints

Cataloging

- Brows reviews, publishers' announcements, and catalogues so that their library is stocked with up to date literature
- Organize materials into the various subject matters and provide descriptions of the materials so that can be easily located.
- Compile lists of books, books, periodicals, articles, and audiovisual materials on particular subjects;
- selecting, developing, cataloguing and classifying library resources

Administration

- Develops and implements policies, rules, and regulations; recommends and implements procedural changes to improve the quality of services.
- Administer to the management and planning of library.
- Acquire and prepare materials that will be used and typically do not work directly with patrons.
- Participate in the negotiation of contracts for services, materials, and equipment, supervision library workers,
- Set budgets, oversee all activities so that the institution is running sufficiently, and carry out public-relations



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- Make decisions related to buying materials from publishers, wholesalers, and distributors.
 - liaising with departmental academic staff, external organisations and suppliers



PERSON SPECIFICATION

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Criteria	ESSENTIAL	DESIRABLE
Qualification	<ul style="list-style-type: none"> Minimum Bachelor degree in library science (MLS) 	
Experience	<ul style="list-style-type: none"> At least 5 year experience as a professional librarian, including two years in a supervisory capacity. Experience of utilising ICT and skills to access and retrieve information. Experience of working with young people and meeting their particular needs and requirements. 	
Knowledge	<ul style="list-style-type: none"> knowledge of principles, procedures and technologies of information science and library administration knowledge of sources and methods used in information retrieval and bibliographic research including electronic resources Ability to instruct and manage student behavior 	
Technical/Work-based Skills	<ul style="list-style-type: none"> Ability to identify organizational problems and develop effective solutions; Team working and management skills to interpret, analyze and resolve highly complex problems; 	



	<ul style="list-style-type: none">• Ability to communicate effectively, both orally and in writing.• adaptable, and able to apply knowledge to new practices	
General Skills/Attributes	<ul style="list-style-type: none">• Ability to work alone or within a team.• Well communication skills (Arabic and English).• Self-motivated and Creative.• Customer services skills.• attention to detail.	