



GOVERNMENT OF BERMUDA

JOB DESCRIPTION FORM

POSITION (PID) #		690012			
IDENTIFYING INFORMATION			POST CERTIFICATION		
Post Title	Librarian		Print Name	Signature	Date
Present Grade	PS 28-30		Prepared By		
Department/Section	Conservation Services/Bermuda Aquarium, Museum and Zoo (BAMZ)		Post holder Agreed		
Ministry	Environment and Sports		Dept. Head Agreed		
POST STATUS			POST TRANSFER (if applicable)		
	New Post	Revised Post	Redefined Post	Previous Title	
Date		9 Dec 2008		Previous Department	Agriculture and Fisheries
Cabinet Conclusion Ref				Previous Ministry	Environment
Last Review Date	05 Aug. 1999			Previous Number	
Panel Decision	Grade	Date	Signature	Previous Grade	
	29-31	1 st OCT 2009	[Signature]	Date of Transfer	

Revised - 1st OCT 2009

1. SUMMARY OF MAIN DUTIES (Ideal Maximum Four)	%
1. Library management	65%
2. Provision of library services	25%
3. Educational outreach services	05%
4. Associated duties	05%
	TOTAL = 100%

<p>2. SUMMARY OF ACCOUNTABILITY</p> <p>2.1 What specifically is this post accountable for?</p> <p>In accordance with departmental policies and procedures and the relevant legislation, the Librarian is accountable for the effective management of the operations of the Library of the Bermuda Aquarium, Museum and Zoo, and for providing library services in support of the mission and goals of the Department. The Librarian develops and implements a comprehensive collection of management policies for all the library collections, to ensure that the collections are available to staff. In addition, the Librarian also performs library and educational outreach services as well as other related duties within the Section.</p> <p>2.2 Briefly describe the level of decision making authority held by this post.</p> <p>The Librarian has the authority to make decisions and provide recommendations at a professional level, relating to all matters of the library at BAMZ. Such decisions and recommendations would be used to develop/amend policies and procedures in respect to the operation of the library and the provision of library services. The Librarian makes professional decisions on items in the collection to discard, retain, repair or replace.</p> <p>2.3 To which position does this post report directly? Curator, Natural History Museum.</p>
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<p>3. ESSENTIAL KNOWLEDGE & SKILLS</p> <p>List the key knowledge and skills required to fulfill the <i>minimum requirements</i> of the post under the following categories.</p> <p>3.1 General Knowledge / People Skills (Soft Skills).</p> <p>The Librarian must possess strong organizational, planning, inter-personal, communications, problem solving and decision making skills. Additionally, the post holder must possess a genuine interest in, and aptitude for, data mining and information management. It is essential that the post holder possess strong people skills and enjoy assisting people in their research.</p>

3.2 Technical Knowledge / Position Specific Skills (Hard Skills). This includes knowledge of particular legislation, processes, specialties, etc.

The Librarian must be technically competent in the computer applications relevant to the operations of libraries and a working knowledge of the U.S. Library of Congress classification system. The Librarian must possess excellent research skill and be knowledgeable in Bermuda's natural history.

4. MINIMUM EXPERIENCE REQUIRED

Based upon the above identified knowledge and skills, what is the minimum number of years experience required to fulfill the duties of this post?

- No previous experience required
 Minimum one (1) year
 Minimum two (2) years
 Minimum three (3) years
 Minimum five (5) years
 Minimum ten (10) years

4.1 Identify specific experience.

A minimum of three (3) years' relevant post-qualification experience is required for the post.

5. MINIMUM EDUCATIONAL QUALIFICATION REQUIRED

- Secondary School Graduation Certificate
 Apprenticeship/College Certificate
 College Diploma
 Associates Degree
 Advanced or Specialist Qualification
 Bachelors Degree
 Masters Degree
 Professional Designation
 (Includes Chartered Status)
 Doctorate
 Other

5.1 Please list the title of the academic qualification / professional designation required:
 The post holder must possess an ALA (American Library Association) Accredited Masters Degree or the equivalent with 3 years experience.

List any special licenses, registrations or certifications required for this job:
 N/A

6.0 RESOURCES UNDER MANAGEMENT

6.1 Management and Supervision of Staff

(Please ensure that the Organization Chart submitted is up to date, accurate and reflects the information listed below)

Please list the position titles (including PID) of 'All Staff' under the 'Direct Supervision' of this post.

Supervises a part time assistant librarian PID#720024 and occasional supervision of volunteers and temporary staff.

6.2 Non-Staff Budget and Revenue Streams

6.2.1 What 'Responsibility' does this post have for 'Managing Non-Staff Budget' and 'Government Revenue Collection'? (Non-Staff Budget typically applies to contracts for program delivery & capital expenditure projects)

- None
 Has Direct Management Responsibility
 Is the Accounting Officer

6.2.2 Please indicate the level of Non-Staff Budget and/or Revenue Streams for which this post is responsible.

- None
 Less than \$500k
 \$500k to \$2m
 \$2m to \$10m
 \$10m to \$40m
 Greater than \$40m

6.3 Infrastructure for Vital Government Services		
6.3.1 Is the post responsible for managing 'Infrastructure' critical to the delivery of 'Vital' Government Services?		
<input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes. Has Direct Management Responsibility	<input type="checkbox"/> Yes. Is Ultimately Responsible
6.3.2 If 'Yes' to the above, what would be the impact of failure of this infrastructure?		
<input type="checkbox"/> Low Impact: Mainly internal to Government	<input type="checkbox"/> Medium Impact: Mainly internal to Government	<input type="checkbox"/> High Impact: Mainly internal to Government
<input type="checkbox"/> Low Impact: Bermuda-Wide	<input type="checkbox"/> Medium Impact: Bermuda-Wide	<input type="checkbox"/> High Impact: Bermuda-Wide

7. Additional Information
The post requires a dedicated, highly organized individual with a strong work ethic and good client services skills. Established professional contacts within the local and international librarian community would be an asset. The post holder is expected to keep abreast of major developments in international cataloguing and classification standards and field of library science through professional literature and by attending meetings and courses, etc., where possible.

DUTIES AND RESPONSIBILITIES OF THE POST

8. DETAILED DESCRIPTION OF MAIN DUTIES AND RESPONSIBILITIES OF THE POST
(Please use the same Headings for Main Duties as Listed in Section 1.0)
8.1 LIBRARY MANAGEMENT
8.1.1 Manages the Department's library at the Bermuda Aquarium Museum and Zoo, in accordance with the established policies and procedures, and provides librarian and research services in support of the department's mission as well as the goals and objectives of individual facilities.
8.1.2 Provides professional oversight for the development and management of the library at the Botanical Gardens, as directed by the Curator of the Bermuda Natural History Museum.
8.1.3 Develops, implements and maintains comprehensive collection management policies for all library collections, i.e. books, journals, and audio-visual materials, etc. Ensures that the collections are available to staff and other users.
8.1.4 Compiles and maintains an operation manual for the library, to include procedures on the acquisition, disposition, cataloguing and loaning of library books and journals, and the management of the library database.
8.1.5 Develops, updates and monitors the implementation of the detailed individual collection management plans.
8.1.6 Orders books and journals and catalogues and classifies new material and shelves in the appropriate sections. Compiles and circulates bi-monthly lists of recent acquisitions. Deals with donations, subscriptions, claiming missing issues, scanning for book reviews and information for staff and Bermuda binders/subject files.
8.1.7 Organises and maintains Departmental slide and photograph collections and catalogues, as required.
8.1.8 Maintains computer records of new materials and operational control of computer cataloguing systems to ensure the satisfactory and efficient performance of all applications. Makes regular back-ups of the catalogue and other data files. As well, maintains card catalogues by filing and withdrawing cards, as required.
8.1.9 Performs weeding and inventory of library collections by checking materials from circulation and making suggestions on what materials to retain, replace, repair and discard. Consults with staff on retention policies.
8.1.10 Maintains the Bermuda Biodiversity Database bibliography, researching and sourcing scientific papers of relevance to Bermuda.
8.1.11 Handles all correspondence in respect of library matters, records and files, appropriately.
8.1.12 Provides estimates for the operations of the library for inclusion in the overall budget of the Department. Orders all supplies used by the library and maintains appropriate records. Orders reprints/photocopies of journal articles as required by the staff.
8.1.13 Represents the library in departmental meetings.

8.2 PROVISION OF LIBRARY SERVICES

- 8.2.1 Provides general reference and photocopying service for staff, visiting scientists, teachers, students, and the public and keeps a record of requests and sources used. Provides current awareness and SDI services for staff, i.e. scanning journals, newsletters and newspapers for information of interest to staff and notifying them of relevant journal articles and book reviews. Conducts library orientation sessions for individuals and groups.
- 8.2.2 Arranges for binding of selected materials as directed by the Curator, Natural History Museum.
- 8.2.3 Maintains a file of articles found in the media pertaining to any aspect of the Department and its interests.
- 8.2.4 Provides assistance in finding research materials for projects and exhibits for staff, volunteers, teachers, students and interested members of the public.
- 8.2.5 Responsible for the retrospective conversion of the catalogues into computerized records according to general guidelines.
- 8.2.6 Supervises, trains and co-ordinates the work schedules of a part-time Assistant Librarian as well as volunteers.
- 8.2.7 Writes articles for Departmental publications as well as reports, as required, on the activities in the libraries.

8.3 EDUCATIONAL OUTREACH SERVICES

- 8.3.1 Liaises with the Ministry of Education and Education Officer of BAMZ with regard to materials that support the natural history component of the school curriculum. Keeps abreast of the curriculum changes. Develops and presents workshops for teachers, to familiarize them with library resources and curriculum support.
- 8.3.2 Provides outreach service to relevant professional groups and related volunteer groups, such as the Bermuda Botanical Society, Bermuda Zoological Society, Garden Club, etc.

8.4 ASSOCIATED DUTIES

- 8.4.1 Undertakes associated duties, as requested by the Curator, Natural History Museum.