



SENIOR LIBRARIAN (PIDG/LB 4) Hanover Parish Library Network

Job Purpose

Under the general direction of the Regional Director, the Senior Librarian manages the operations of the parish library network (i.e. the main and branch libraries). The incumbent is responsible to plan, develop and implement programmes and services for the parish library network, manages the human and financial resources; ensures the upkeep and maintenance of all buildings and vehicles for the parish network.

Key Responsibilities

- Ensures the implementation of organization policies and procedures
- Develop and oversee the implementation of the Operational Plan of the parish library network to support organization's strategic goals.
- Coordinates and manages the logistics for the Parish Committee meetings
- Leads the coordination and implementation of programmes and services to support the organization's strategic objectives
 - Arranges lectures, seminars, panel discussions and other public education initiatives on local and national issues and cultural observances
 - Develops and makes presentation to schools, community, professional groups etc.
 - Provides professional guidance to other organizations in the establishment and maintenance of libraries
 - Collaborates with other Ministries, Departments and Agencies in hosting events
- Provides leadership and guidance to the staff through effective delegation, communication, mentorship and coaching
- Leads the preparation of the annual Estimates of Expenditure for the network
- Conducts periodic review of the operations and performance of the branch libraries
- Evaluates programmes and services to ensure relevance and currency
- Evaluates the service provided by the Mobile Library
- Oversees the upkeep and maintenance of buildings, vehicles and equipment
- Manages the recruitment of staff for the network in line with the approved Establishment

- Fosters harmonious relationship at the workplace, ensuring transparency and acceptable standard of performance
- Monitors and evaluates the performance of Direct Reports
- Manages the budget for the network

Specific Knowledge and Skills

- Highly developed supervisory skills
- Highly developed analytical, interpersonal and communications skills
- Ability to plan, organize and prioritize community engagement activities as well as to execute and manage information products, programmes and services
- A high level of proficiency in the use of computer applications and Integrated Library Management systems
- Knowledge of modern library practices and library trends
- Demonstrated leadership skills
- Experience in financial management and budgeting

Minimum Qualifications/Experience

- Bachelor's Degree in Library and Information Studies
- Demonstrated knowledge of Public and School Library Systems
- Training in Supervisory Management and demonstrated Management experience
- Minimum of three (3) years experience as a Librarian

Salary Scale: \$1,577,167.00 to \$1,874,755.00 p.a.

Travelling Allowance: \$894,924.00 p.a.