



Job Description

Position:	Senior Librarian
Department & Division:	Library, Education
Responsible to:	Vice Principal Education
Supervises:	Assistant Librarians, Student Helpers
Works Closely with:	Faculty
Date reviewed:	12 July 2024

Purpose and Scope:

The Senior Librarian is responsible for the development and management of the library resources at all CLTC campuses. The libraries service the training objectives of the curricula at each campus.

Primary Tasks and Responsibilities

1. Manage the overall operation and development of the library services of the College nationally, with direct responsibility for the Banz campus library and coordinating and supervisory responsibilities for the Port Moresby and Lae campus library services.
2. Develop a coherent national Library Operations and Development Policy for servicing the College teaching programmes appropriately at their various academic levels.
 - a. Manage library budget. (Act after approval)
 - b. Develop and implement a library-purchasing policy. (Act)
 - c. Ensure efficient and consistent acquisition and processing of new books, audio-visual material and electronic resources. (Act)
 - d. Provide a library policy for the student handbook in conjunction with the Dean of Undergraduate Studies. (Act and inform)
 - e. Liaise with IT Management Team to ensure efficient Internet access and usage for Library services nationally. (Act)
 - f. Prepare regular reports and make recommendations to the Academic Committee through the Vice Principal Education on library development, purchasing new books, etc. (Act)
 - g. Submit CLTC libraries (Banz, POM, & Lae) report to the Council. (Act)
3. Supervise the work and professional development of the staff of the library and oversee the work of the library helpers
 - a. Oversee the work of the two CLTC librarians at POM and Lae Centre. (Act)
 - b. Provide staff development training programs and library management skills as needed at Banz, POM and Lae Centres. (Act and inform)
 - c. Train new library helpers.

4. Perform regular management jobs, such as:
 - a. Help students, faculty and library assistants with information and resource enquiries. (Act)
 - b. Ensure housekeeping and physical maintenance of facilities and equipment in the library and computer-room areas. (Act)
 - c. Manage the library software system and make updates. (Act)
 - d. Maintain existing library holdings and ensure their proper security:
 - i. Manage library borrower records
 - ii. Supervise overdue, reservation, and recall systems.
 - iii. Supervise issues and returns.
 - iv. Complete stocktakes at least every two years. (Act)
5. To convene meetings of the Library Committee. (Act and inform)
6. Assist CLTC's Associate Bible schools, in liaison with the Dean of Associate School Services, by providing training and consulting as requested. (Act and inform)
7. Attend Faculty meetings. (Act)
8. Some faculty responsibilities such as student mentoring. (Act)
9. Other duties as required.

Position Requirements:

(A) Academic

A recognised librarian diploma or degree.

Preferably also with some theological study.

(B) Experience

Four years minimum experience as a librarian.

Must be conversant with developments in electronic library technology.

(C) Personal

Accuracy in cataloguing library records.

Well organised to manage resources, time and library space efficiently.

Helpful attitude (servanthood) toward staff and students.

Christian commitment.

Indicators of High Performance

1. Staff and students at all campuses can easily access literature relevant to their study and teaching requirements.
2. High quality, up-to-date literature is obtained relevant to the College curriculum within the constraints of the budget.

For more information, contact:

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