



OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

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CIRCULAR No. 112

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9th March, 2023

Permanent Secretaries, Heads of Department and Chief Executive Officers are asked to invite applications from suitably qualified officers in their Ministries/Departments/Agencies to be assigned to the post of **Library Technician (Level 4) – (Not Vacant)** in the **Human Resource Management and Administration Department, Water Resources Authority**, salary range \$1,753,837- \$2,358,716 per annum.

Job Purpose

The position of Library Technician provides a variety of clerical and administrative tasks that support the overall objectives of the Documentation Centre, such as cataloguing and classification of materials, data input, digitizing materials, assisting in the provision of reference services, and circulation procedures.

Key Responsibilities

- Records the addition of new materials; (monographs, audio-visuals) and periodicals. on visible index;
- Lists materials in the WRA's Library Database methodically;
- Assigns appropriate classification and index for all materials;
- Ensures that materials are properly stored to allow for easy and timely retrieval;
- Ensures that publications are not removed without authorization;
- Uses WRA's Circulation Module Database to record the loan and return of materials to employees;
- Maintains a system to facilitate exchanges with other Libraries and Document Centres;
- Enter bibliographic data into WRA Library Database;
- Reproduces and creates posters, flyers, brochures, book markers and other memorabilia for expos/WRA activities and monitors booths at Workshops and Exhibitions;
- Locates and distributes journals, monographs and other information based on specific requests by internal and patrons and assists with the dissemination of information to internal and external stakeholders;
- Maintains records of equipment and stationery used in the Document Centre;
- Files, distributes and maintains the general documents of the Agency;
- Makes photocopies, prints and binds materials for meetings and presentations;
- Prepares monthly reports detailing activities of the Document Centre;
- Converts paper materials and reports into electronic files;
- Mends torn pages, worn hinges and repairs publications;
- Displays, arranges and pulls materials on and off the shelves and recommends weeding of outdated materials;
- Assists with social media pages.

Required Knowledge, Skills and Competencies

- Knowledge of Library Software
- Knowledge of Library Policies and Procedures
- Knowledge of computer operations
- Graphic Design skills
- Good oral and written communication skills
- Customer Relations
- Attention to details
- Technical skills
- Methodical
- Ability to work on own initiative
- Teamwork and Collaboration
- Business Conduct and Ethics

- Excellent problem-solving and decision-making skills
- Experience in Cataloguing, Acquisition, Circulation
- Understanding of Social Media Management
- Records and Database Management
- Report Writing and reference queries

Minimum Required Qualification and Experience

- Associate Degree in Library Studies;
- Proficiency in use of Microsoft Office Suite;
- Two (2) years' experience working in a Science Library.

Special Conditions Associated with the Job

- Required to participate in expos;
- May be required to work outside normal working hours.

Applications accompanied by résumés should be submitted **no later than Wednesday, 22nd March, 2023 to:**

Director, Human Resources Management and Administration
Water Resources Authority
Hope Gardens, P.O. Box 91
Kingston 7

Email: hrm@wra.gov.jm

Please note that only shortlisted applicants will be contacted.

Please ensure that a copy of this circular is placed at a strategic position on the Notice Board of the Ministry/Department/Agency and brought to the attention of all eligible officers.



Merle I. Tam (Mrs.)
for Chief Personnel Officer