**TAMESIDE MBC**

**CUSTOMER CARE AND ADVOCACY**

**JOB DESCRIPTION**

# SERVICE: Libraries

**JOB DESIGNATION: Assistant Resources and Stock Librarian**

**RESPONSIBLE TO: Resources Manager**

**JOB ID: BO4**

**JOB PURPOSE: To assist in the day to day management of the Bibliographical Services Unit. To participate in the efficient management, deployment, circulation, editing and maintenance of library stock and collections working across the Library Service.**

**RESPONSIBILITIES**

1. To assist the Resources Manager in the management, development and day to day running of the Bibliographical Services Unit.
2. To participate in the development of computer applications and database management within the Bibliographical Services Unit, and the wider Library Service.
3. To oversee the import of catalogue records, the maintenance of the library catalogue and be responsible for ensuring that the classification and cataloguing of all stock is undertaken to meet customer and service needs.
4. To participate in stock selection, acquisition and processing using Electronic Data Interchange (EDI) and other methods.
5. To be responsible for EDI functionality, liaising with library suppliers and council ICT Service as appropriate.
6. To liaise with library suppliers and monitor their performance to ensure that satisfactory standards are maintained.
7. To assist the Resources Manager with the deployment, welfare and training of staff in the Unit.
8. To assist in the management, deployment and development of digital library services.
9. To assist in the training and development of staff across the Library Service as appropriate.
10. To assist in the management and development of the library computer system.
11. To participate in the production of statistics and reports as required.
12. To participate in the efficient management, deployment, circulation, editing and

maintenance of library stock and collections across the Library Service to give best value and customer choice.

1. To participate in monitoring and improving work performance and procedures to ensure continual improvements.
2. To participate in joint projects with other Library Authorities as appropriate.
3. To undertake such other duties as reasonably correspond to the general character of the post and its level of responsibility.

**TAMESIDE METROPOLITAN BOROUGH COUNCIL**

**CUSTOMER CARE AND ADVOCACY**

**PERSON SPECIFICATION**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Service Unit** | LIBRARIES |  |  |  |
| **Designation** | ASSISTANT RESOURCES AND STOCK LIBRARIAN |  | **Post No(s)** |  |

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Personal requirements of successful postholder** | **Category** | **Method of Assessment** |
| **1.** | **Educational Standard/Qualifications/Membership of Professional Institutions (indicate grade)** |  |  |
|  | Levels/GCSE’S | e | a |
|  | A levels | d | a |
|  | Bachelor degree | d | a |
|  | Qualified or chartered librarian or a demonstrable equivalent level of substantial directly relevant experience in a public library environment | E | a |
|  | Cataloguing and classification qualification | D | A |
| **2.** | **Experience** |  |  |
|  | Work in libraries | e | a |
|  | Work in a bibliographical services unit | d  | a/i |
|  | Computerised acquisitions and requests systems  | d  | a/i |
|  | Computerised cataloguing and classification | d | a/i |
|  | Public library stock selection and management | D | a/i |
|  | Computerised library systems | e | a/i |
|  | Digital library resources | E | A/I |
| **3.** | **Skills** |  |  |
|  | Good oral and written communication | e | a/i |
|  | Good organisational/ motivation skills | e | a/i |
|  | Ability to work with minimum supervision | e | a/i |
|  | Good ict skills | e | a/i |
|  | Problem solving and decision making | E | A/I |
|  | Desire for personal and job development | E | A/I |
|  | Ability to encourage and support others to achieve goals | e | A/I |
|  | The ability to converse at ease with service users/customers and provide advice in accurate spoken English | E | A/I |
|  |  |  |  |

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| --- | --- | --- | --- |
|  |  | **Category** | **Method of Assessment** |
| **4.** | **Knowledge** |  |  |
|  | Bibliographical services procedures | D | a/i |
|  | Cataloguing procedures | d | a/i |
|  | Professional issues relating to public libraries | e | a/i |
|  | Budgetary control procedures | d | a/i |
|  | Electronic data interchange (Edi) | D | A/I |
|  | Library stock management and deployment | D | A/I |
| **5.** | **Work Related Circumstances** |  |  |
|  | Flexibility and ability to implement change | e | a/i |
|  | Ability to work under pressure and to deadlines | e | a/i |
|  | Commitment to the ideals of TMBC | e | a/i |
|  | Willingness to work in a variety of locations | e | a/i |
|  | Team Member  | E | A/I |
|  |
| **6.** | **Equality** |  |  |
|  | Good knowledge of equal opportunity issues | e | a/i |
|  | Ability to put equal opportunities into action | e | a/i |
|  | Ability to encourage equal opportunities in others | e | a/i |

**For Information:**

Category

1. Essential Requirement without which the candidate would be unable to carry out the duties of the post.
2. Desirable Features which would normally enable the successful candidate to perform the duties and tasks better and more efficiently than one who did not have the qualifications, training, experience, etc.

Method of Assessment

1. To be assessed from information provided on the Application Form.
2. To be assessed at Interview.
3. To be assessed by Selection Test.