

Position: Head of Library

The Head of Library and E-Library is responsible for all aspects of the library's operations and functions. The primary focus for this position is to supervise work for all library staff and assist and develop the library's instruction program, internal rules and regulations, guidelines, procedures, and software management system.

A. RESPONSIBILITIES:

The Head of the Toshu Fukami Library assumes the overall responsibilities as follows:

- Develop the library's annual work plan and budget plan;
- Develop the library's annual report;
- Be part of University's Strategic Plan development;
- Manage and assist all materials and ensure compliance to all development policy;
- Prepare and document all library policies, guidelines, rules and regulations in collaboration with Colleges, Centers, Institutes and management to provide required training, orientation, to all staff and users;
- Participate in all meeting, workshops, and trainings on library related issues and share sessions with staff;
- Develop and maintain professional relationships with all colleagues, partners, and other libraries
- Keep library information up to date by updating systems and collecting new publications;
- Act as liaison with other libraries, library associations, as well as other donors.

B. QUALIFICATIONS:

At least a BA degree in Library Science from a recognized university with minimum 4 years working experience related to library management, and be able to supervise and provide training and/or orientation to staff and users.

i. Knowledge

- Library policies, procedures, methods, ethics, and professional standards;
- Standard of Library programming;
- Internet search and information gathering systems and methods including information on database systems and library resources;
- Computerized information database systems;
- Library system for cataloguing, acquisitions, and searching on-line bibliographic utilities.

ii. Skills

- Ability to manage libraries and its collection
- Team building skills
- Research skills
- Organizational and time management skills
- Analytical and problem solving skills
- Decision making skills
- Effective verbal, listening, and presentation skills
- Effective written and verbal communication skills'
- Computer skills including ability to operate computerized library, spreadsheet, work-processing, email, and database

iii. Personal Attributes

- Honest and trustworthy
- Respectful
- Possess cultural awareness and sensitivity
- Flexible
- Demonstrate a sound work ethic

C. REPORT LINE

The Head of Library reports to the Vice-President for Operations.