

PARLIAMENTARY LIBRARIAN III
OFFICE OF THE PARLIAMENT

Job Description

Post: Parliamentary Librarian III
Status: Contract Position (3yrs)
Responsible to: Clerk of the Senate, (Directly)
Clerk of the House (Indirectly)

JOB SUMMARY

Plans, organizes and supervises all the activities of the Parliament Library. Exercises supervision over subordinates, professional and non-professional staff engaged in related duties to maintain workflow. Work is performed with a considerable degree of initiative and independent judgment. Functions must be performed in a timely, impartial and confidential manner, maintaining the highest standard of scholarship and integrity.

DUTIES AND RESPONSIBILITIES

Plans, organizes and manages the operations of the Parliament Library.

Provides high quality information analysis and advice to Members of Parliament in support of their parliamentary and representational roles;

Formulates goals, plans and procedures for the Parliament Library in accordance with the Parliament's strategic and operational plans.

Plans, organizes, supervises and participates in a variety of activities involved in developing and maintaining a collection of reference and research material on local and West Indian parliamentary matters.

Formulates and recommends policy plans and procedures relating to automation of the Library.

Interviews, selects and supervises professional, para-professional, technical and clerical employees and provides affective leadership to independently performing professionals.

Inducts and supervises all the library staff, assigns duties to the library staff in administrative and technical procedures.

Responsible for preparing and assisting in the preparation of an annual budget for the Parliament's Library.

Sets standards and procedures as necessary.

Communicate activities, programs and priorities to all users.

Creates databases for the library and any other parliamentary division, on request, using WINISIS and MINISIS and regularly edits same.

Stays ahead of developing trends in parliamentary librarianship.

Supervises and edits the Hansard database and ensures that all records have been completely entered and indexed, including information on bills, acts and legal notices.

Supervises and edits the questions and motions database and supervises the conversion of the bibliographic records to full-text.

Supervises the updating of the statistical research files in the parliamentary intranet.

Monitors quality and condition of equipment and space assigned for the Library's use, reports related issues and recommendation for action accordingly.

Liaises with Presiding Officers and senior staff to assess information needs.

Regularly surveys the library holdings, studies reviews, bibliographies, publishers' catalogues, to identify gaps in collections, selects resources and instructs/advises Associate Librarian on acquisitions thereon and makes arrangements for appropriate purchases.

Conducts research into parliamentary practice, procedure and history.

Coordinates activities of the Parliament Library to provide reference services to the Parliament clients.

Arranges with the appropriate foreign mission for translation of documents, on request of Presiding Officers.

Assists in writing conference papers, parliamentary documents and related material, as required by the Office of the Parliament.

Plans and organizes for the development and maintenance of a large specialized collection of Library material on fields such as law, medicine, Management etc.

Organizes special collections of reference material according to field of interest through bibliographies and guides to these collections.

Plans and arranges library displays and parliamentary exhibitions on request.

Supervises in the compilation of bibliographies and booklets as required.

Prepares guides to the special collections to notify scholars/professionals of available materials.

Organize and supervises activities involved in developing, maintaining and servicing the lending and reference material to the Parliament's customers.

Provides professional advisory services to clients and visitors on library activities, facilities and other relevant matters.

Plans, organizes and conducts an in-service training programme for non-professional and para-professional library staff.

Initiates literature search in any aspect of the relevant field of knowledge, summarizes findings and produces bibliographies as requested.

Supervises the document imaging management system (DIMS) projects.

Selects information technology for the library, as required.

Advises and makes arrangements for the appropriate conservation and preservation of parliamentary materials.

Examines and selects library materials to be discarded and replaced.

KNOWLEDGE, SKILLS AND TRAINING

Expert in Universal decimal classification (UDC), familiar with MOYS and Library of Congress (LC) schemes so that the Librarian II can be advised thereon;

Expert original cataloguer (ACCR 2 and Dublin Core) and indexer so that the Librarian II can be advised thereon;

Familiar with MARC cataloguing so that the Librarian II can be advised thereon;

Ensures that the Parliamentary Librarian II monitors and evaluates the work of the staff members.

Considerable knowledge of the principles, techniques, systems and procedures in the field of Library Science and particularly as they relate to reference/research collections, and to specialized collections in a relevant professional field;

Considerable experience in working with imaging technology and in manipulating varied imaging softwares so that the DIMS project staff can be advised thereon;

Experience in website construction or html and/or XML encoding so that the DIMS project and public relations and website development staff can be advised thereon;

Considerable knowledge of the principles and techniques of bibliography work;

Considerable knowledge of reader-interest levels as they relate to clients, and of the methods of determining reading trends;

Knowledge of the principles, procedures and techniques for library administration;

Ability to analyze and advise on library problems, both professional and administrative;

Ability to organize and direct the activities of a medium-sized library or section of a large library;

Ability to conduct bibliographic and other research in the field of Library Science;

Ability to plan, organize and conduct an in-service training programme;

Ability to understand and relate to members of the public, and to attend to relevant problems in an efficient manner;

Ability to establish and maintain effective working relationships;

Proven ability to work effectively as a team leader;

Capacity to work long hours;

Knowledge of the role and function of Parliament of Trinidad and Tobago;

Strong interpersonal and leadership skills;

Excellent written and oral communication skills; and

Excellent customer service and employee relations skills.

SPECIAL REQUIREMENT

Ability to work extended work hours and on weekends, when necessary.

QUALIFICATIONS

- An undergraduate University Degree from a recognised Institution supplemented by professional post graduate qualifications in Library and Information Science, namely the Diploma or Masters in Library Science.
- A minimum of five (5) years experience in professional library work.

PARLIAMENTARY LIBRARIAN II
OFFICE OF THE PARLIAMENT

Job Description

Post: Parliamentary Librarian II
Status: Contract Position (3yrs)
Responsible to: Parliamentary Librarian III

JOB SUMMARY

Assists the Parliamentary Librarian III with the planning, directing and coordinating of the activities of the Parliament Library. Assists with developing detailed procedures and maintains standards of performance adequate for the attainment of library system objectives. The librarian will be a highly skilled researcher, who can think strategically, and who is not overwhelmed by volumes of diverse information. This person will have well developed written skills, be up to date with the latest library and research techniques and be prepared to maintain this currency.

DUTIES AND RESPONSIBILITIES

Assists the Parliamentary Librarian III in managing the operations of the Parliament Library.

Receives all parliamentary and related materials, catalogues, classifies and indexes them.

Conducts research into matters of parliamentary practice, procedure and history.

Assists with coordinating and supervising the acquisition of the answers to questions;

Coordinates the overdue loans and ensures that the resources are returned;

Daily selects newspaper articles for news indexing database and ensures that the para-professional and research staff indexes same;

Writes papers, documents etc, as required by the Office of the Parliament;

Prepares bibliographies on parliamentary and related matters;

Supervises library staff, their workflows and ensures that standards are maintained;

Cooperates with staff members of the parliamentary secretariat in the management of research/documents/databases of the various committees and the production of documentation necessary for the effective execution of the mandate of parliamentary committees;

Undertakes research as may be requested by Members of Parliament, Chairmen of Committees, Secretaries to Committees and Clerks at the Table, on business matters of relevance to Parliament.

Assists in the formulating of goals, plans procedures for the Parliament Library.

Monitors and evaluates the performance of staff members.

Seeks information from users and potential users of information and library materials to assess library needs and interest

Advises and explains library policy, objectives and services to clients.

Assists the Parliamentary Librarian III in the creation of databases for the library and any other parliamentary division, on request, using WINISIS and MINISIS;

Regularly edits the library databases;

Assists with performing searches for parliamentary resources via local suppliers, vendors, agents, via catalogues, the internet *et al*;

Assists the Parliamentary Librarian III in communicating with relevant parliamentary staff re the above, ensures that the Library budget is reconciled;

Supervises the technical service functions of the library;

Updates the Consolidated Indexes in the Library and Chambers;

Ensures that the Library has received all the relevant acts, bills, legal notices and gazettes and communicates with the Government Printer when items are missing;

Assists clients with research problems;

Performs minor repairs to library resources; and

KNOWLEDGE, SKILLS AND TRAINING

Expert in Universal Decimal Classification (UDC), familiar with Dewey, MOYS and Library of Congress (LC) schemes so that the appropriate staff can be advised thereon.

Expert original cataloguer (ACCR 2 and Dublin Core) and indexer so that the appropriate staff can be advised thereon.

Familiar with MARC cataloguing so that the appropriate staff can be advised thereon.

Considerable experience in working with imaging technology and in manipulating varied imaging software so that the library staff can be advised thereon.

Experienced indexer.

Familiar with imaging technology.

A good understanding of the role and functions of the Parliament.

Sound communication and interpersonal skills.

Excellent organizational skills and strong attention to detail, with proven ability to handle multiple tasks efficiently and effectively.

Ability to effectively analyze project specific data/systems to ensure accuracy and efficiency.

Flexibility to re-prioritize workload to meet changing timelines.

Ability to work on a broad range of social, economic and political issues in a multi-disciplinary environment.

Three to five years of relevant work experience in research, data collection, analysis and dissemination.

Excellent research, report writing and communication skills.

Training in computer applications relating to the use of data-base and word-processing software packages.

Must be enthusiastic, flexible and comfortable asking questions.

Good interpersonal, writing and organizational skills.

Ability to work effectively as part of a team.

Any other related duties as required.

SPECIAL REQUIREMENT

Ability to work extended work hours and on weekends, when necessary.

QUALIFICATIONS

- An undergraduate University Degree from a recognised Institution supplemented by professional post graduate qualifications in Library and Information Science, namely the Diploma or Masters in Library Science.
- A minimum of three (3) years experience in professional library work.