

1. JOB INFORMATION

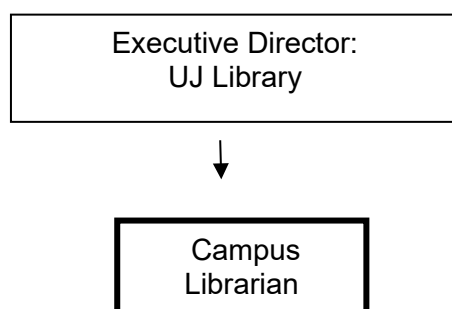
Job Title	Campus Librarian
Job Cluster	Non-academic / Support Staff
Faculty/Division	UJ Library
Department/School/Unit	Client Services
Manager	Executive Director
Supervision	Team Leaders Faculty Librarians Information Librarians General Librarians Librarian I : Learning Commons Administrative Assistant General Assistant
Peer Relationships	Managers Faculty Librarian
Perommes Level	06
Grading Date	
Position Number	N1151
Financial: Total Budget responsible for Total staff salaries	

Liaison	Internal	<p><u>Within UJ Library</u> Faculty librarians Information librarians Library IT Library Web services Library Management Manager: Technical services Co-ordinator: Events</p> <p><u>Within UJ:</u> Deans All Faculty members Students Support staff Cleaning services staff Security Campus Director</p>
	External	Suppliers of customized furniture Alumni External members

2. SYNOPSIS OF FACULTY/DEPARTMENT/DIVISION/UNIT

The Client Services department exists to provide relevant and appropriate services to all UJ stakeholders in support of the University's mission and vision.

3. ORGANOGRAM



4. JOB DESCRIPTION

Job Purpose (Main purpose, or intent of the job)	The position is responsible for service development, service delivery and integration of all aspects of the provision of library Information Services
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Key Performance Areas (KPAs)	Roles and Responsibilities	%Time
Strategy and Planning	<ul style="list-style-type: none"> • Determine the strategy and plan for the development of the campus library service in consultation with the Director: Campus Library Services / Library Management Team by identifying long- and short-term goals for the Campus Library • Plan and ensure effectiveness and efficiency of the following services, based on the teaching, learning and research strategy of the UJ: Circulation, Information provision, User education, Inter library loans and Inter Campus Loans • Give leadership in developing procedures and the compilation of procedural guides. • Identify policy gaps and advise Library Management on the development of new policies or the updating of existing policies • Determine the needs of the Campus Library annually and compile the (operational and capital) budgets for the Campus Library • Liaise with academic staff, and the Library Collection Development and Management Department regarding the development of the Campus Library collection. 	25%
Operational Management	<ul style="list-style-type: none"> • Allocate responsibilities and direct, integrate and support the workflow of the services in the Campus Library into an effective functioning unit. • Manage all the Campus Library activities within budget control. • Prepare statistics and related Campus Library reports necessary for monitoring and evaluation of library service • Takes overall responsibility for the management and preservation of resources and equipment in the Campus Library, including the maintenance of the library building. • Report to relevant office all faults including damage to property and malfunctioning equipment. • Participate in the Campus Director's operational meetings and ensure the inclusion of the library and its needs in all campus level planning. 	25%
Human Resources Management	<ul style="list-style-type: none"> • Liaise with the Director: Client Services in the recruitment of campus library staff 	20%

	<ul style="list-style-type: none"> • Supervise, motivate and coordinate staff activities to ensure quality service; • Compile and update job descriptions. • Identify training needs and make recommendations; • Promote code of conduct and discipline; • Keep staff informed with regard to the projects and activities of the UJ Library well as the University. 	
Marketing and integration into the academic programme	<ul style="list-style-type: none"> • Spearhead promotion of library resources at campus level; • Keep abreast of new services/technological developments from which the Campus Library could benefit. • Represent the Campus Library in internal and external committees where the Campus Librarian may be required to serve • Liaise with other divisions in the Library and Information Centre, e.g. Library Systems • Liaise with academic departments on campus in order to ensure alignment of library services to their teaching, learning and research strategies. • Represent the Campus Library at meetings, e.g. meetings of the Campus Librarians, MANCOM, and Collection Development Task Team. • Host Campus library events and ensure that Faculty related events take place through the Faculty librarians 	20%
General functions	<ul style="list-style-type: none"> • Attending work-related courses, symposiums, workshops, conferences, etc. • Carrying out any reasonable instruction in the interest of the effective functioning of the Library and Information Centre 	10%

5. MINIMUM REQUIREMENTS (QUALIFICATIONS, EXPERIENCE & KNOWLEDGE)

5.1 Qualifications

Minimum Honours in Library and Information Science or equivalent

5.2 Experience

Three years of middle management experience in a tertiary or special library.

5.3 Knowledge

- Knowledge and understanding of management of Higher Education libraries
- Knowledge of Circulation routines and workflows
- Knowledge of information services technology including the ability to use Internet and electronic reference resources
- Knowledge of Research tools

6. RECOMMENDATIONS

- Knowledge and understanding of the Library Integrated management system
- Presentation skills
- Networking experience
- Project management skills

7. COMPETENCIES AND BEHAVIOURAL ATTRIBUTES

7.1 Skills/Competencies

- Proven ability to manage staff
- Proven ability to exercise initiative and leadership
- Demonstrated ability to organize, supervise as well as work independently and within a team
- Computer Literacy

7.2 Behavioural Attributes

- Strong interpersonal relationships
- Analytical thinking

8. WORKING CONDITIONS

Working Conditions

- May be required to travel between campuses
- May be required to work overtime

9. PROFILING SESSION DATA

OD Specialist

Profiling Date	
Signed	

10. APPROVAL

Manager Name Signature Date

Next Level Manager Name Signature Date

ACKNOWLEDGMENT FOR RECEIPT OF JOB PROFILE

I have received a copy of the Job Profile and have read and understand its contents.

Employee Name (Please Print) Date

Employee Signature Date