

VACANCY NOTICE

POSITION	SENIOR LIBRARIAN
LOCATION	JOHOR
INDUSTRY	EDUCATION

JOB SUMMARY

- Develop and implement effective processes to support total library operations including the management of library inventory (e.g. books, periodicals, multimedia etc) and all services provided by the library. In managing the books collection, ensure that all books required by all the programmes including those approved by the Malaysian Qualifications Agency are available to students.
- Contribute to the development, delivery and promotion of appropriate study skills training.
- Ensure an accurate library database is in place at all times and provide relevant reports as and when required.
- Respond to students and staff requests, queries and feedback in a timely manner with a customer-focused approach.
- Create and maintain awareness of the range of online resources available and promote them to students and staff.
- Ensure that the library is well-maintained and conducive to users at all times.
- Any other duties as allocated by the line manager following consultation with the post holder.

JOB REQUIREMENTS

- A qualification in library management or a recognised equivalent professional qualification
- Able to plan and organise initiatives/activities with minimal supervision
- Able to identify and solve problems by applying judgement and initiative and in some instances develop improved work methods
- Able to solicit ideas and opinions to help form specific work plans.
- Able to positively influence the way a team works together.
- Work effectively with a diverse range of people.
- Able to elicit information to identify specific customer needs.
- Excellent communication skills.
- Experience of using information technology and the ability to apply that knowledge in an education library setting. Ability to interpret Learning Management System data and reports and utilise the information for effective collection management.
- Excellent interpersonal skills with the ability to communicate effectively in writing and orally and relate positively to staff and students
- Evidence of good levels of understanding in the use of IT systems and their capacity to support future business