

LIBRARY ASSISTANT JOB DESCRIPTION

Position	LIBRARY ASSISTANT	Department	ADMINISTRATION
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Key Result Area	Description
1. Planning	<ul style="list-style-type: none"> • Develop library concepts around cataloging TV and Radio Records • Identify key networks of research
2. Key Roles	<ul style="list-style-type: none"> • Help customers locate TV and Radio archive resources • Help customers locate material online • Sorting, cataloguing and maintaining accurate record of audio visual resources • Organizing the repair of damaged resources • Maintaining control over the safety and storage of library resources • Assisting maintain television, radio and online broadcast schedules for VBTC
3. Relationship Management	<ul style="list-style-type: none"> • Must be a Team player Must be a Team player • Good Communication Skills • Pays attention to detail • Critical thinking and Technical skills • Statistical and Graphical Analysis of Data • Interviewing personality
4. Reporting	<ul style="list-style-type: none"> • Monthly report to the Executive Administration Officer

Key Performance Indicators

1. **Accuracy & Timeliness** - Pays attention to details and checks in coming - new arrival of library records.
2. **Commitment to work** – Shows interest and enthusiasm for their job; is reliable and attends work or returns from breaks on time; gives satisfactory explanation for any absences; complies with VBTC requirements and policy.
3. **Initiative** – Completes work independently with little or no supervision; identifies any problems on the job & solves them or speaks up about it.
4. **Teamwork** – Display initiative team work between colleague and customers

Qualifications, Skills and Experience

A minimum of 2 years' work experience as a Library Assistant or any other related field.

- High School diploma.
- Some experience in a customer service role
- Basic computer literacy
- Outstanding organizational skills
- Attention to detail and good problem solving ability
- Exceptional interpersonal skills
- Excellent written and verbal communication.
- Proficiency in written and spoken Bislama, English with French is essential