

JOB DESCRIPTION

Position Title:	Co-ordinator of Library Database
Location:	Orchard Road, Hastings
Reports to:	Senior Administration Officer (SAO)
Functional Relationships:	General Manager Staff of NKII
Summary of position	To review, develop and implement an efficient and effective library and catalogue system.

Library System will:

- Provide access by staff to journals, newsletters, reports, books, audio and video tapes and other material stored by NKII.
- Provide the library with a catalogue that allows access to material by title, author, subject.
- Provide staff with an accurate, up-to-date record of reference material.

Principal Tasks And Responsibilities

- To review the existing library material and its storage and retrieval and propose logical modifications and/or alteration.
- To review the existing library database and propose logical modifications and/or alteration to the catalogue method.
- Present proposal for improvements to the SAO and General Manager for approval.
- To implement an efficient storage and retrieval system with database for the recording and cataloging of incoming and outgoing journals, newsletters, reports, books and/or material, without any disruption to existing data.
- To review some material not currently assigned to the library and prepare for inclusion as a reference resource in the library.
- To train staff in the day to day use of the library and catalogue system.
- To instruct the SAO in the ongoing maintenance of the library and catalogue system.
- To consult and liaise with the SAO on the progress and/or concerns of the library and catalogue system.
- Document and report weekly progress to the General Manager.

Person Skills Profile

- Some knowledge of the Maori Language and an appreciation of Tikanga Maori.
- Excellent listening, written and oral communication skills.
- Strong knowledge of library/catalogue systems
- Strong interpersonal skills and the ability to communicate with people at all levels.
- Able to demonstrate good work habits and a high standard of personal conduct.

Declaration

I _____(full name) declare that I have read and understand the responsibilities detailed above and accept them fully.

Signed _____

Date _____

Signed _____

Date _____