



HUMAN RESOURCE MANAGEMENT DIRECTORATE

Church Folly, Grand Turk, Turks & Caicos Islands. Ph: 649-946-2801, Fax: 649-946-1582

TURKS & CAICOS ISLANDS GOVERNMENT VACANCY

JOB TITLE: LIBRARY ASSISTANT

MINISTRY: EDUCATION, YOUTH, SPORTS AND CULTURE

DEPARTMENT: LIBRARY

LOCATION: SOUTH CAICOS

JOB SUMMARY:

Ensure library objectives are met by assisting in all planned activities of the Library. Being aware of happenings in the community and advising the Chief Librarian of same as these may affect planned library activities.

KEY DUTIES AND RESPONSIBILITIES:

- Charging/discharging of books, periodicals, videotapes, DVDs and other materials at circulation desk
- Registers and files new members
- Collects and record fines and fees
- Sorts books and other items according to established procedure and return them to shelves or designated storage areas
- Classifies, catalogues and processes all books and materials purchased and received
- Carries out repairs to books and other materials
- Locates Library materials for patrons and assist in reference researches
- Sends out notice for overdue books etc. and record statistics daily
- Photocopies, laminates, prints
- Monitors users in the Library and take action to deal with disruptive or problem patrons
- Does shelf reading and weed shelves and the catalogue when books are withdrawn
- Operates branch libraries, under the direction of Chief Librarian (off Site)
- Makes minor administrative decisions in the absence of the Librarian
- Adheres to all Public Service codes, rules and regulations
- Other related tasks as assigned.

QUALIFICATIONS AND EXPERIENCE:

- High School graduate with 3 or more CXC's or equivalent including English Language
- Prefer some exposure to basic library procedures.

SALARY – Grade 4.1 \$32,550.00 per annum





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APPLICATION PROCEDURE:

Resumes with current contact information must be accompanied by a Cover Letter and two letters of reference (one preferably from a former employer) as well as copies of educational certificates, a copy of the Passport photo page and Police Certificate/Record. Applications should be addressed to the Office of the Human Resource Directorate, Church Folly, Grand Turk.

Successful applicants will work in accordance with the Public Service Ordinance.

Current serving officers must apply through their Head of Department.

Applications without all supporting documents will not be processed.

We thank all applicants for their interest, however, only persons selected for an interview will be contacted.

