



<p><u>JOB DESCRIPTION</u> CONTRACTUAL POSITION</p>	
<p>JOB TITLE: Information Assistant</p>	
<p>JOB SUMMARY:</p> <p>An employee in this class assists generally in performing a variety of routine sub-professional library duties. Duties include assisting in compiling library materials, issuing overdue notices and assisting in performing other routine library duties. Employee works under the close supervision of a superior, and work is performed in accordance with detailed instructions and procedures. Work is reviewed by superior through observations, inspections and discussions.</p>	
<p>REPORTS TO:</p>	<p>Supervisor</p>
<p>SUPERVISION GIVEN TO:</p>	<p>N/A</p>
<p>DUTIES AND RESPONSIBILITIES:</p> <ul style="list-style-type: none"> • Sorts and shelves books, magazines, manuscripts and other reading materials and issues, receives and stamps them accordingly. • Records identifying data and due date on cards and issues books to patrons; also inspects returned books for damage, verifies due date and computes overdue fines. • Reviews records to compile list of overdue books and issues overdue notices to borrowers. • Assists patrons in locating circulation or reference materials. • Reviews registration records, registers new members and issues identification cards according to established procedures. • Extracts as required and files articles from newspapers, periodicals and other reading material for reference purposes. • Performs routine jobs relating to the classification and cataloguing of books, periodicals and other reading materials. • Assists in layout and display of books and other reading materials. • Assists in layout and display of books and other reading materials. • Assists superior in performing library duties on a mobile library. • Performs related work as maybe required. 	
<p>KNOWLEDGE, SKILLS AND ABILITIES:</p>	
<p>KNOWLEDGE:</p>	<ul style="list-style-type: none"> • Some knowledge of current, local, regional and international affairs. • Some knowledge of reader comprehension.
<p>SKILLS AND ABILITIES</p>	<ul style="list-style-type: none"> • Ability to understand and relate to members of the public and to attend to relevant problems in an efficient manner.



	<ul style="list-style-type: none">• Ability to establish and maintain effective working relationships.
MINIMUM EXPERIENCE AND TRAINING:	
<ul style="list-style-type: none">• Training as evidenced by the possession of the General Certificate of Education with five (5) 'O' Levels, which include English Language and Mathematics.• Two (2) Advanced Level passes.	