



**TOBAGO HOUSE OF ASSEMBLY  
PLANNING DEPARTMENT, OFFICE OF THE CHIEF SECRETARY**

**POSITION DESCRIPTION  
CONTRACTUAL POSITION**

**JOB TITLE: LIBRARY ASSISTANT  
JOB SUMMARY:**

An employee in this class assists in more involved library duties at the sub-professional level. Work involves applying elementary library techniques and procedures to library operations. Duties include assisting in the compilation of data, checking catalogues and other sources for information on books, and performing other duties relating to the classifying, cataloguing, shelving and recording the circulation of books and other library materials. Assignments are received from a professional superior, and are performed in accordance with well-outlined procedures. Work is viewed through observations, inspections and discussions.

**REPORTS TO:** Designated Officer

**SUPERVISION GIVEN TO:** N/A

**DUTIES AND RESPONSIBILITIES:**

- Issues and receives books and assists patrons in the selection of books both for circulation and reference, and in the overall use of the library and its facilities.
- Selects, extracts and files articles of both local and foreign interest from newspapers and periodicals for reference purposes.
- Assists in checking publishers' catalogues, book reviews and other resource items for books in demand; also assists in compiling subject lists.
- Assists in the compilation of statistical data for use in determining reading trends.
- Assists in the performance of various other duties relating to the cataloguing, classifying, shelving and circulation of books, documents, magazines, periodicals and other materials.
- Checks catalogues to ensure that new entries have been filed accurately and assists in maintaining stock records.
- Follows up requests for books, checks catalogues for accurate biographical details to determine location of books.
- Assists superior in performing library duties on mobile library.
- Observes, checks and reports use made of collections by public.
- Reviews records to compile list of overdue books and issues overdue notices.
- Sorts books, publications and other items according to classification and returns them to shelves, files or other designated storage areas.
- Answers enquiries of a non-professional nature on the telephone and, accordingly, refers patrons requiring professional assistance to appropriate officer.
- Performs related duties as may be required.

**KNOWLEDGE, SKILLS AND ABILITIES:**

**KNOWLEDGE:**

- Knowledge of library techniques, systems and procedures.
- Knowledge of current local, regional and international affairs.
- Some knowledge of reader interest-levels as they relate to patrons.

**SKILLS AND ABILITIES**

- Ability to understand and relate to members of the public and attend to relevant problems in an efficient manner.
- Ability to maintain simple records.
- Ability to prepare simple written reports.
- Ability to establish and maintain effective working relationships with fellow employees and members of the public.

**MINIMUM EXPERIENCE AND TRAINING:**

- Minimum of five (5) CXC/GCE O'Level passes including English Language.
- Any equivalent combination of experience and training.

## **APPLICATION INSTRUCTIONS**

Please **email** your application letter along with a detailed Curriculum Vitae and the names and contacts of two (2) references to:

**Manager, Human Resource  
Human Resource Management Unit  
Office of the Chief Secretary, Tobago House of Assembly**

ocs.recruitment@tha.gov.tt

**Closing date for the receipt of all applications - Friday 26th February, 2021**