

REPORT TO: PERSONNEL AND MANAGEMENT SERVICES COMMITTEE - 15
APRIL 2002

REPORT ON: INTRODUCTION OF A TEAM APPROACH IN LIBRARY AND
INFORMATION DELIVERY

REPORT BY: JOINT REPORT BY DIRECTORS, NEIGHBOURHOOD
RESOURCES AND DEVELOPMENT DEPARTMENT & PERSONNEL
AND MANAGEMENT SERVICES

REPORT NO: 139-2002

1.0 PURPOSE OF REPORT

- 1.1 To seek to amend the library and information service staffing structure and working methods to respond to the government agenda for the People's Network and the introduction of learning centres in Centres/Libraries.

2.0 RECOMMENDATIONS

- It is recommended that the Committee approve the following proposals:
- 2.1 To reflect new roles and responsibilities, the following posts be regraded:

Post 68 - Senior Library and Information Worker AP5 (£21,036-£22,959) (Bibliographic and Office Services) be regraded PO1-4 (£23,430-£25,476) and redesignated Senior Library and Information Worker (Stock Management/Bibliographic and Office Services).
The revised job description (appendix 1) be adopted.

Post 238 - Senior Library and Information Worker AP5 (£21,036-£22,959) (Youth) be regraded PO1-4 (£23,430-£25,476).
The revised job description (appendix 2) be adopted.

Post 235 - Senior Library and Information Worker AP5 (£21,036-£22,959) (Adult) be regraded PO1-4 (£23,430-£25,476).
The revised job description (appendix 3) be adopted.

- 2.2 To reflect the acquiring of essential new skills and responsibilities, the following posts be regraded:

All permanent full time and part time Library and Information Assistants be regraded from GS1/2 (£9,180-£12,399) to GS1/2 – 3 (£9,180-£13,164) with a bar at the top of GS2 as detailed in appendix 4.
The revised job description (appendices 6 & 7) be adopted.

All Library and Information Workers/Senior Library and Information Assistants be re-designated Library and Information Workers and be re-graded from AP1-3 (£13,164-£17,796) to AP2-4 (£14,484-£20,397) with bars at AP2 for unqualified staff and the top of AP3 for those who are qualified but have not achieved chartered status. The revised job description (appendix 5) be adopted.

3.0 FINANCIAL IMPLICATIONS

- 3.1 The total cost of the recommendations in the report is £14,583 which can be met by reducing the Neighbourhood Resources and Development Department library resource fund.

4.0 LOCAL AGENDA 21 IMPLICATIONS

- 4.1 The Report seeks to ensure that local needs will continue to be met locally through a more efficient and effective team approach.

5.0 EQUAL OPPORTUNITIES IMPLICATIONS

- 5.1 To ensure that all the citizens of Dundee have equality of access to information through ICT and to an improved level of service delivery.

6.0 BACKGROUND

- 6.1 As part of the Government's national initiative to provide opportunities for all citizens to acquire Information & Communication Technology (ICT) skills, funding has been made available to enable the purchase of ICT hardware, communications systems and furnishings. A network of Learning Centres will be created across the City with the capacity to provide ready access to electronic information thus reducing the requirement for investment in paper-based material.

This proposal recognises that the traditional role of libraries is taking a new direction within the community and a review of the current structure and gradings is essential in order that the Department can respond effectively to these new changes. Funding has also been made available for library and information staff to acquire an internationally recognised qualification in ICT, the European Computer Driving Licence and undergo training which will enable them to be proactive in helping the public with their ICT needs. This, combined with the acquisition of learning support skills, will enable staff to take forward the development of Learning Centres, Homework Clubs and Reader-centred initiatives. Library and Information staff will be expected to adopt a far more pro-active role to achieve these aims whilst continuing to deliver existing library services.

One of the recommendations of the review of manual staff was that the Resource Assistant job holders would carry out basic library routines which will release the library and information assistants to take on this new role.

In recognition of these new duties, it is proposed that library and information assistants should progress from GS2 to GS3 dependent on the criteria outlined in Appendix 4.

- 6.2 To maximise use of existing skills, increase motivation and provide support for the major initiatives, it is proposed to introduce a structured team-centred approach in the neighbourhood libraries and Central library.
- 6.2.1 Three teams will be formed, each taking forward a key area of work for the Neighbourhood Libraries covering stock management, library development and outreach, and community learning. Each team will comprise two Neighbourhood Library & Information Workers led by a Senior Library and Information Worker.

Six Neighbourhood Library and Information Workers would have day-to-day responsibility for the management of two Neighbourhood Libraries each. In addition, Broughty Ferry would retain a full-time Library and Information Worker.

- 6.2.2 Six Library and Information Workers based in Central Library will each take forward the work of a team reflecting the priorities highlighted by the Best Value Review.

The overall supervision of the teams would remain the responsibility of the Unit Leader, Central Library and the Senior Library and Information Officer (Reference Services).

- 6.2.3 To reflect the additional responsibilities staff would be undertaking and to bring them into line with other authorities it is recommended that the grades outlined in Appendix 4 be adopted.

- 6.2.4 Designated Neighbourhood Library and Central Library staff would be assigned to each team to assist with the development of team plans across the City. This team working approach is the most appropriate way forward to enable the most effective use of staff and resources.

7 CONSULTATIONS

- 7.1 Consultation has taken place with the Chief Executive and the Directors of Support Services and Finance Departments.

8 BACKGROUND PAPERS

- 8.1 No background papers as defined by Section 50D of the Local Government (Scotland) Act 1973 (other than any containing confidential or exempt information) were relied on to a material extent in preparing the above Report.

Signed

.....
Director, Neighbourhood Resources & Development Department

Date

Signed

.....
Director, Personnel & Management Services

Date

DUNDEE CITY COUNCIL

Vacancy Ref:
Closing Date:**JOB DESCRIPTION - NEIGHBOURHOOD RESOURCES & DEVELOPMENT DEPT.****IDENTIFICATION**

Post Title:	Senior Library and Information Worker	Post Ref:
Section:	Central Library, Bibliographic & Office Services	Grade: PO1-4
Responsible To:	Unit Leader, Central Library	
Responsible For:	Library and Information Workers Administrative Assistant (Office Services) Administrative Assistant (Acquisitions/Finance) Senior Clerical Assistant Clerical Assistants Clerical Assistants (Library and Information)	

JOB PURPOSE

Responsible for the management and development of Bibliographic and Office Services and the Stock Selection Team. Manage both teams to ensure that responsive plans are generated, implemented and managed to the highest professional standard, consistent with the principles and policies of the Neighbourhood Resources and Development Department.

PRINCIPAL WORKING CONTACTS

- 1 Section Leader
- 2 Unit Leaders
- 3 Senior Library and Information Workers
- 4 Library and Information Workers

MAIN DUTIES**MAJOR AREAS OF PROFESSIONAL RESPONSIBILITY**

- 1 Responsible for ensuring that the work of Bibliographic and Office Services is implemented effectively.
- 2 Responsible for ensuring that the work of the Stock Management Team is implemented effectively.
- 3 Develop the role of the Stock Management Team in order to support libraries and complexes as a focal part of the communities served strengthening the scope, education and information focus and taking account of their cultural and recreational needs.
- 4 Take responsibility for the generation of a development plan for Bibliographic and Office Services and the Stock Management Team, which is consistent with the Unit and Department's strategic plan.
- 5 Ensure that the unit plans reflect the City Corporate Plan, the Department's Service Plan and local service needs and demonstrates responsiveness to the needs of the community.
- 6 Liaise with Department specialist teams and other Council teams as appropriate, to develop Departmental priorities.
- 7 Maintain contact with library suppliers and ensure the review of the Service Level Agreements.

- 8 Maintain responsibility for the acquisition, classification, indexing, ordering and processing of all book and audio visual material purchased for libraries across the City.
- 9 Monitor city-wide spending of resource budgets and collate all relevant statistics.
- 10 Ensure assistance is given to staff throughout the City to ensure the most effective selection and exploitation of materials through catalogues, book reviews, etc.
- 11 Ensure the implementation of an annual programme of stock editing across the City.
- 12 Assist in the promotion of information technology within Bibliographic and Office Services and the Stock Management Team.
- 13 Demonstrate and awareness of developments in the professional field and broader relevant disciplines. Attend course both in-house and external and provide feedback to the appropriate colleagues.
- 14 Represent the Department on external bodies at local, regional and national level.
- 15 Encourage, co-operate in and promote multi-disciplinary initiatives within the Neighbourhood Resources Department.

STAFF RESPONSIBILITIES

- 1 Recruitment and selection of Library and Information Assistants, Administrative and Clerical staff within their area of responsibility.
- 2 Create and ensure the implementation of induction programmes and workplace training for all staff, where delegated.
- 3 Ensure that all staff within Bibliographic and Office Services and the Stock Management Team work to job targets and that a clear focus is given to each staff member's work.
- 4 As appropriate, assist with disciplinary procedures within the Bibliographic and Office Services and Library and Information Services teams.

STAFF DEVELOPMENT

- 1 Maintain staff development records for all staff within Bibliographic and Office Services and the Stock Management Team.
- 2 Ensure that appropriate support and supervision is given to allow each staff member to become a more effective worker and provide direct support to other staff within the area of responsibility.

ADMINISTRATIVE RESPONSIBILITIES

- 1 Provide appropriate staff with information on resource budgets to ensure effective spending.
- 2 Assist with the evaluation and assessment of the work of Bibliographic and Office Services and the Stock Management Team including the maintenance of professional records.
- 3 Ensure the effective administrative operation of Bibliographic and Office Services and the Stock Management Team to include staff records, statistical returns and clerical workloads.
- 4 Ensure delegated audit arrangements are implemented.
- 5 Ensure that all Health and Safety Regulations are implemented.
- 6 Ensure the implementation of administrative and financial procedures.

OTHER DUTIES

This job description is a broad picture of the post at the date of preparation. It is not an exhaustive list of all possible duties and it is recognised that jobs change and evolve over time. Consequently, this is not a contractual document and the postholder will be required to carry out any other duties to the equivalent level that are necessary to fulfil the purpose of the job.

Date Prepared: 20/08/01

Authorised:

VACANCY REF.:
CLOSING DATE:

DUNDEE CITY COUNCIL

JOB DESCRIPTION - NEIGHBOURHOOD RESOURCES AND DEVELOPMENT DEPT

IDENTIFICATION

Post Title: Senior Library & Information Worker Post Ref.:
(Children & Young People)
Section: Library and Information Services Team Grade: PO1-4
Responsible to: Unit Leader, Library and Information Services
Responsible for: Library & Information Workers
Library & Information Assistants
Youth Worker - LIFE Project, Volunteers -
LIFE Project
Sessional Workers (Youth Information)

JOB PURPOSE

To provide professional expertise, guidance and quality assurance in children and young people's library and information work consistent with the principles and policies of the Neighbourhood Resources and Development Department, and co-ordinate the development of youth information work within the department.

PRINCIPAL WORKING CONTACTS

1. Unit Leader (Library and Information Services)
2. Unit Leader (Integration)
3. Unit Leader (Children and Youth Work)
4. Library Information Workers
5. Library and Information Assistants
6. Staff Development Worker (Library, Information and ICT)
7. Youth Information Resource Group
8. Sessional Workers (Youth Information)
9. Neighbourhood Centre Managers
10. Staff within the Development and Quality Assurances Team
11. Youth Worker
12. Volunteers

MAIN DUTIES

MAJOR AREAS OF PROFESSIONAL RESPONSIBILITIES

1. To promote and assist the development of Library and Information Services for children and young people.
2. To co-ordinate the organisation and development of services to children and young people in and from libraries throughout the city in consultation with unit teams.
3. Responsible for leading a team of Library and Information Assistants in order to develop and organise the library service to children and young people.
4. Liaise with the Library and Information teams, Stock Management and Community Learning and the Central Library team to develop library services throughout the city.

5. To co-ordinate the work of standing groups and task groups where appropriate.
6. To assist in the development of the Youth Enquiry Service and Youth Information.
7. To co-ordinate programmes of events and provide support to specific projects as required.
8. To research and collate information and data to inform service development.
9. To assist with the evaluation of service provision to children and young people.
10. To provide professional input into resource provision for children and young people and ensure that the department's stock development policies are implemented.
11. To provide professional support to service delivery, as required.
12. To foster a multi-disciplinary approach within Neighbourhood Resources and Development and a multi-agency approach when appropriate.
13. To promote and develop the involvement of young people and volunteers in library activities.
14. Demonstrate an awareness of developments in the professional field and broader relevant disciplines. Attend courses both in-house and external and provide feedback to the appropriate colleagues.
15. Liaise with colleagues in the maintenance, promotion and development of the Youth Work Resource Library.

STAFF RESPONSIBILITIES

1. Assist with the recruitment selection and induction of staff in their work with children and young people working in libraries.
2. As appropriate, assist with disciplinary procedures within the Library and Information Services teams.
3. Ensure that each member of the team's work performance is effectively monitored and reflected in an annual review.
4. Ensure that appropriate support and supervision is given to each member of the team in order that each individual becomes a more effective worker and team player.
5. Ensure that appropriate job targets and a clear focus is given to each member of the team's work.

STAFF DEVELOPMENT

1. Maintain staff development records for members of the team.
2. Assist the Unit Leader, Library and Information Services in staff development interviews for all members of the team. Identify and put into operation appropriate programmes of training and staff development and deliver workplace training sessions.
3. Develop and implement appropriate induction programmes for all members of the team.
4. Create and encourage a caring and challenging relationship with all members of the team.

ADMINISTRATIVE RESPONSIBILITIES

1. Ensure that financial and administrative procedures are implemented and carried out effectively.
2. Ensure that all Health and Safety Regulations are implemented.
3. Promote the use of ICT to ensure staff and service users have access to accurate and relevant information.
4. Ensure delegated audit arrangements are implemented.
5. Financial control of allocated budgets to neighbourhood libraries and ensure monitoring of budgets.
6. Assist in the preparation of annual resource budgets for the neighbourhood libraries and, approve within the area of work for Children and Young People the expenditure under delegated budget areas.
7. To advise on the planning and design of existing buildings and future developments where resources for children and young people are to be provided.

OTHER DUTIES

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Date prepared: 16/05/02

Authorised:

If you have any queries regarding this vacancy, please contact (Name, Department, Telephone Number).

VACANCY REF.:
CLOSING DATE:

DUNDEE CITY COUNCIL

JOB DESCRIPTION - NEIGHBOURHOOD RESOURCES AND DEVELOPMENT DEPT

IDENTIFICATION

Post Title:	Senior Library & Information Worker (Adult)	Post Ref.:	
Section:	Library and Information Services Team	Grade:	PO1-4
Responsible to:	Unit Leader, Library & Information Services Section Leader, Central Library		
Responsible for:	Library & Information Workers Library and Information Assistants		

JOB PURPOSE

To provide professional expertise, guidance and quality assurance in Library and Information adult work consistent with the principles and policies of the Neighbourhood Resources and Development Department, and support the development of effective library management systems.

PRINCIPAL WORKING CONTACTS

1. Unit Leader (Library and Information Services)
2. Unit Leader (Integration)
3. Section Leader (Central Library)
4. Section Leader (Mitchell Street)
5. Team Leader (Community Information team)
6. Staff Development Worker (Library, Information and ICT)
7. Neighbourhood Centre Managers
8. Library and Information Workers
9. Library and Information Assistants
10. Staff within the Development and Quality Assurance Team
11. Volunteers

MAIN DUTIES

MAJOR AREAS OF PROFESSIONAL RESPONSIBILITIES

1. To develop Library and Information Services for adults.
2. To co-ordinate the organisation and development of services to adults in and from libraries throughout the city in consultation with unit teams.
3. Responsible for leading a team of Library and Information Workers in order to develop and organise the library service to the community.

4. Liaise with the Library and Information teams, Stock Management and Library Development and Outreach and the Central Library team to develop Library Services throughout the city.
5. Assist in the development of information provision focusing on local needs.
6. Assist in the promotion of libraries to adults by organising programmes of activities and encourage involvement in library development and management.
7. Co-ordinate the work of standing groups and task groups with a service development focus.
8. To monitor effectiveness of library management systems and liaise with staff and others to ensure their development.
9. To research and collate information and data to inform service development to adults.
10. Assist in the development and implementation of learning centres.
11. Develop and promote reader involvement in libraries through reading groups and other activities.
12. To provide professional support to service delivery as required.
13. To foster a multi-disciplinary approach within Neighbourhood Resources and Development and a multi-agency when appropriate.
14. To promote and develop the involvement of volunteers in library activities.
15. To provide professional input into resource provision for adults and ensure stock development policies are implemented.
16. Demonstrate an awareness of developments in the professional field and broader relevant disciplines. Attend course both in-house and external and provide feedback to the appropriate colleagues.

STAFF RESPONSIBILITIES

1. Assist with the recruitment, selection and induction of staff.
2. As appropriate, assist with disciplinary procedures within the Library and Information Services teams.
3. Ensure that each member of the team's work performance is effectively monitored and reflected in an annual review.
4. Ensure that appropriate support and supervision is given to each member of the team in order that each individual becomes a more effective worker and team player.
5. Ensure that appropriate job targets and a clear focus is given to each member of the team's work.

STAFF DEVELOPMENT

1. Maintain staff development records for members of the team.
2. Assist the Unit Leader, Library and Information Services in staff development interviews for all members of the team. Identify and put into operation appropriate programmes of training and staff development and deliver workplace training sessions.
3. Develop and implement appropriate induction programmes for all members of the team.
4. Create and encourage a caring and challenging relationship with all members of the team.

ADMINISTRATIVE RESPONSIBILITIES

1. Ensure that financial and administrative procedures are implemented and carried out effectively.
2. Ensure that all Health and Safety Regulations are implemented.
3. Promote the use of ICT to ensure staff and service users have access to accurate and relevant information.
4. Ensure delegated audit arrangements are implemented.
5. Financial control of allocated budgets to neighbourhood libraries and ensure monitoring of budgets.

6. Assist in the preparation of annual resource budgets for the neighbourhood libraries and, approve within the area of work for Adults the expenditure under delegated budget areas.
7. To advise on the planning and design of existing buildings and future developments where resources for children and young people are to be provided.

OTHER DUTIES

This job description is a broad picture of the post at the date of preparation. It is not an exhaustive list of all possible duties and it is recognised that jobs change and evolve over time. Consequently, this is not a contractual document and the postholder will be required to carry out any other duties to the equivalent level that are necessary to fulfil the purpose of the job.

Date prepared: 16/05/02
Authorised:

Regrading of Library and Information Staff

The government agenda for the People's Network and the introduction of learning centres in libraries has led to a re-focussing of the role of library staff. This is entailing the acquisition and application of additional skills in all areas of work, which is essential to the successful implementation of a team approach. The following recommendations reflect this change:

1. Library and Information Assistant Posts

To re-grade Library and Information Assistant posts at Neighbourhood Libraries and the Central Library from GS1/2 to GS1/2 to 3 with a bar at the top of GS2.

It is proposed that progression from GS2 to GS3 is dependent on the following criteria:

- Minimum of 2 years experience in a public library environment.
- Gaining of ECDL qualification
- Completion of an induction programme in addition to the basic initial induction period, including designated time spent within each department of the Central Library and at least 2 Neighbourhood Libraries.
- Satisfactory completion of a series of worksheets which test knowledge of areas such as common reference questions, basic enquiry skills, library procedures etc.
- Demonstration of customer care skills through observation by appropriate supervisor, who would complete a checklist to confirm achievement of appropriate standards.
- Attendance on mandatory courses including customer care, dealing with difficult customers, team working, enquiry skills, SPICE awareness etc.

2. Senior Library and Information Assistant / Library and Information Worker Posts

To re-grade and re-designate Senior Library and Information Assistants / Library and Information Worker posts at Neighbourhood Libraries and the Central Library as follows:

- AP2: for unqualified Library and Information Workers
- AP3: for qualified Library and Information Workers
- AP4: for chartered Library and Information Workers

Unqualified staff on AP2 who subsequently gain a library degree would progress to AP3. The number of AP2 staff able to do this each year would need to be restricted due to budgetary and staffing restraints.

On becoming vacant, posts currently occupied by qualified / chartered staff on AP2/3 would be advertised on scale AP2/4. However, emphasis would be placed both in the advert and at interview that should the successful candidate be unqualified, they would be expected to undertake training in the relevant qualifications to maintain the balance of professional posts.

This revision to grading will provide unqualified staff with the incentive to extend their qualifications and encourage qualified staff to become chartered.

VACANCY REF.:

CLOSING DATE:

DUNDEE CITY COUNCIL**JOB DESCRIPTION - DEPARTMENT NAME****IDENTIFICATION**

Post Title:	Library and Information Worker	Post Ref.:	
Section:	Neighbourhood Library/Central Library	Grade:	AP2/3/4
Responsible to:	Unit Leader/Senior Library and Information Officer/Neighbourhood Centre Manager/Senior Library and Information Workers (where appropriate)		
Responsible for:			

JOB PURPOSE

As part of the Neighbourhood Resources and Development Department to provide an efficient, responsive and courteous service to the users of the Department.

PRINCIPAL WORKING CONTACTS

Unit Leader (as appropriate)
Senior Library and Information Officer
Senior Library and Information Workers
Neighbourhood Centre Managers
Neighbourhood Development Workers

MAIN DUTIES

1. Responsible for day-to-day supervision and development of the library/department.
2. Responsible for the line management of designated staff, involving supervision, direction and motivation.
3. Lead/assist in the promotion of access to high quality lending materials, reference and information services.
4. Help users and staff to access information by means of electronic and multimedia resources.
5. Support staff in enabling users to acquire ICT skills
6. Lead/assist in the promotion and delivery of programmes and activities for children and young people, including the delivery of Homework Clubs.
7. Contribute to the generation of local service plans as appropriate.

8. Ensure the relevance of service provision to the community by assisting in the collection of data and consultation with local people.
9. Foster a multi-agency approach to the development of neighbourhood services in collaboration with the statutory, voluntary and community sectors.
10. Assist with the monitoring and evaluation of the library service.
11. As a team member, promote the work of the team and Neighbourhood Resources and Development through professional practice, local publicity, programmes and other appropriate means.
12. Within specific job targets develop the work of the library and information service.
13. Participate in team working within the areas of Stock Management, Community Learning, Library Development and Outreach, as appropriate.
14. Adopting a team working approach, ensure that all citywide initiatives are taken forward effectively.
15. Assist with the recruitment and induction of staff where appropriate.
16. Ensure that support and supervision and annual reviews are provided in accordance with the Department's policy.
17. Assist in the identification of training needs and the delivery of on-the-job training of full-time, sessional and voluntary staff.
18. Assist in the effective deployment of library staff through efficient citywide timetabling.
19. Ensure that assigned administrative procedures are properly operational. These will include financial systems, annual budgets, financial control, inventory and maintenance of equipment, health and safety regulations, transport co-ordination, control of the use of premises, equipment and materials.

OTHER DUTIES

This job description is a broad picture of the post at the date of preparation. It is not an exhaustive list of all possible duties and it is recognised that jobs change and evolve over time. Consequently, this is not a contractual document and the postholder will be required to carry out any other duties to the equivalent level that are necessary to fulfil the purpose of the job.

Date prepared: 16/05/02

Authorised:

VACANCY REF.:
CLOSING DATE:

DUNDEE CITY COUNCIL

JOB DESCRIPTION - NEIGHBOURHOOD RESOURCES AND DEVELOPMENT DEPT

IDENTIFICATION

Post Title:	Library & Information Assistant	Post Ref.:	
Section:	Central Library/Neighbourhood Library	Grade:	GS1/2/3
Responsible to:	Library and Information Worker		
Responsible for:			

JOB PURPOSE

As part of the Neighbourhood Resources and Development Department to provide an efficient, responsive and courteous service to the users of the Department.

PRINCIPAL WORKING CONTACTS

Library and Information Worker
Senior Library and Information Workers

MAIN DUTIES

1. Issue books and other material eg audio and video to library users.
2. Assist users when they return books and other material.
3. Help library users find books, information and other materials as required.
4. Help library users to access information by means of electronic and multimedia resources.
5. Enable users to acquire ICT skills.
6. Return books and other materials to the appropriate shelves and regularly tidy and arrange the stock on the shelves.
7. Enrol new members.
8. Assist in the delivery of promotional events and activities for children and young people, including story-telling, class visits and homework clubs.
9. Assist in promotional events and activities for adults.
10. Repair existing stock.
11. Prepare new material, as required.

12. Receipt newspapers and magazines, as required.
13. Take charge of the library/department for short periods, in the absence of the line manager, and as delegated.

OTHER DUTIES

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Date prepared: 16/05/02
Authorised:

VACANCY REF.:

CLOSING DATE:

DUNDEE CITY COUNCIL**JOB DESCRIPTION – NEIGHBOURHOOD RESOURCES AND DEVELOPMENT****IDENTIFICATION**

Post Title:	Library and Information Assistant (Bibliographic)	Post Ref.:	
Section:	Bibliographic & Office Services	Grade:	GS1-3
Responsible to:	Senior Library & Information Worker (Bibliographic & Office Services) Administrative Assistant (Acquisitions/Finance) Administrative Assistant (Office Services)		

JOB PURPOSE

To support the work of the Stock Management Team.

To carry out the clerical work of the ordering of material, processing and receiving.

PRINCIPAL WORKING CONTACTS

Senior Library & Information Worker (Bibliographic & Office Services).

Stock Development Team.

Administrative Assistant (Acquisitions/Finance)

MAIN DUTIES

1. Ordering of books and other materials.
2. Receipting and processing of books and other materials.
3. Maintenance of files and records.
4. Maintain financial records.
5. Extract details from various documents and records as required for the generation of booklists and support materials for libraries.
6. Edit and check stock and carry out related work under the direction of the Stock Management Team.
7. Make and receive internal and external calls, dealing with enquiries from a wide range of callers.
8. Undertake the duties as allocated in accordance with laid down financial and administrative controls.

9. Other relevant duties as directed.

OTHER DUTIES

This job description is a broad picture of the post at the date of preparation. It is not an exhaustive list of all possible duties and it is recognised that jobs change and evolve over time. Consequently, this is not a contractual document and the postholder will be required to carry out any other duties to the equivalent level that are necessary to fulfil the purpose of the job.

Date prepared: 06/02/02

Authorised:

If you have any queries regarding this vacancy, please contact (Name, Department, Telephone Number).