

**Opening Date:** 26 July 2016  
**Closing Date:** 12 August 2016  
**Location:** Anegada  
**Vacancy Notice No.** MEC/04/2016  
**Job Classification:** Grade 04/05  
**Ministry/Department/Unit:** Library Services  
**Position Details:** One year probationary period  
Established position  
**Employment Type:** Full-time  
**Remuneration/Benefits:** **Salary range \$19,440 - \$33,827.** Salary is commensurate with relevant qualifications and experience.

## JOB VACANCY NOTICE

### Library Assistant I/II

Government of the Virgin Islands



#### ROLE SUMMARY

The successful applicant will perform basic library services in a timely and professional manner.

#### MAIN RESPONSIBILITIES

1. Assist with ensuring the smooth and efficient operation of the unit.
2. Greet and assist visitors and clients in a friendly and professional manner to facilitate effective communication and customer service.
3. Assist with performing technical services including shelving and displays, replacing spine labels, procuring library supplies and processing books and materials to ensure the library is kept in an excellent condition with adequate inventory.
4. Assist with updating and maintaining information on computer systems, databases and spreadsheets and in archives.
5. Assist in processing paperwork, gathering information and verifying data.
6. Assist with maintaining a statistical register of the books processed.
7. Assist with records management, organisation and retrieval of documents.
8. Liaise with the information technology unit with regard to the Alexandria system use of international standards.
9. Attend meetings, workshops and training sessions as instructed to ensure awareness of any change in policies or procedures which may be relevant to the role.
10. Organise and coordinate events related to library services.
11. Perform relevant circulation duties.
12. Assist with ensuring the smooth and efficient operation of the unit and branch library (where applicable) and the supervision of assigned staff.
13. Act in the absence of the Senior Library Assistant, as required.
14. Assist in processing paperwork, gathering information and verifying data.
15. Assist with maintaining a statistical register of the books processed.
16. Liaise with the information technology unit with regard to the Alexandria system use of international standards.
17. Perform any other related duties as required by Supervisor or any senior officer in order to contribute to the effectiveness and efficiency of the department.

#### BEHAVIOURAL COMPETENCIES

1. Observes departmental standards for own conduct
2. Manages own work effectively
3. Manages customer relationships
4. Communicates clearly and effectively
5. Contributes to the effective use of resources

#### WORKING CONDITIONS/ ENVIRONMENTAL FACTORS

- Library environment

#### MINIMUM QUALIFICATIONS AND EXPERIENCE

- High School Diploma or equivalent
- Three (3) to five (5) years working experience
- Valid BVI driver's license
- Good knowledge of Government structure, policies and procedures
- Good knowledge of library management including knowledge of the relevant library practices and procedures
- Good knowledge of Brown Circulation procedures
- Good knowledge of indexing and Dewey Decimal system for filing/shelving or have the ability to learn quickly
- Good knowledge of the use of standard office equipment and computer applications
- Good knowledge of local current events and local history
- Good interpersonal and organisational skills
- Good oral and written communication skills
- Ability to work well under pressure

It is the policy of the Government of the Virgin Islands that appointments to the Public Service, and promotions within the Service, be based on the merit principle – without discrimination based on race, age (save as restricted by law), religion, political affiliation, sexual orientation, marital status, or family relationship.

CONTACT THE DEPARTMENT OF HUMAN FOR MORE INFORMATION ABOUT THE EMPLOYMENT PROCESS:

Department of Human Resources • Central Administration Building • Wickhams Cay I • Road Town • Tortola • British Virgin Islands | Tel (284) 468-2178 • Fax (284) 468-3191 • E-mail [hrcbvi@gov.vg](mailto:hrcbvi@gov.vg)

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## HOW TO APPLY

All applications for employment must be submitted to the address provided below by the job closing date.

Agency:

**Permanent Secretary  
Ministry of Education  
Central Administration Complex  
Road Town, Tortola VG 1110  
British Virgin Islands**

Or by email: [hrdbvi@gov.vg](mailto:hrdbvi@gov.vg)

Applicants should submit the Employment Application (available at: [www.bvi.gov.vg](http://www.bvi.gov.vg)); a Résumé/Curriculum Vitae of their relevant experience and qualifications; with two personal reference letters; certified copies of identification, citizenship, and academic certifications/diplomas/licenses, along with a police certificate from your place of residency.

*Important Notice: Qualified candidates who are considered for potential employment with the Government of the Virgin Islands may be requested to provide further criminal history record information. Evidence of a criminal conviction or other relevant information obtained shall not automatically disqualify an individual from employment with the Government of the Virgin Islands.*