

Trinity Theological College

Position Description	
Position Title:	Librarian
Industrial Instrument and classification:	Educational Services (Post-Secondary Education) Award
Reports to:	Library Faculty Member
Primary Purpose of Position:	Provide library services to the Trinity community with a particular focus on managing the library collection and the Library Management System
Position relates to:	Staff; Students; Alumni; Visitors; Library suppliers
Number of staff and volunteers under supervision:	Library Assistant; Library volunteers
Budget and/or revenue accountable for:	Library budget
Mandatory qualifications and/or licences:	Degree in Library and Information Science, or equivalent
Selection Criteria	
Essential <ol style="list-style-type: none"> 1. A mature Christian who wholeheartedly supports the College's purpose, beliefs, and training model 2. A qualification in a relevant discipline 3. Experience working in a library 4. Excellent IT skills, including the Microsoft Office suite and experience with Library Management Systems 5. Good customer service skills 6. Investigative, research, analytical and problem-solving skills and the ability to plan and undertake projects of varying complexity 7. Attention to detail 8. Good organisational and time management skills Desirable <ol style="list-style-type: none"> 1. Familiarity with the resources associated with tertiary level study in theology 2. Experience with cataloguing 	
Key Duties	
<ol style="list-style-type: none"> 1. Perform general library duties: respond to customer enquiries, process new memberships, return and shelve books, collect reserves, etc. 2. Manage the library collection: renew journal subscriptions, purchase print and electronic books, and renew online resource subscriptions. 3. Configure the Library Management System, including managing access to online resources, troubleshooting linking issues and staying up to date with system developments. 4. Original cataloguing. 5. Provide research support and inter-library loan services. 6. Other duties as required 	