

**Job Description**

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| Job Title | **Librarian** |
| Department/Institute | **Library** |
| Reporting to | **Deputy Principal – Research and Innovation** |
| Main Objective | **The Librarian shall be fully responsible, together with the library team reporting to him/her, for the day to day administration and management of all aspects of the MCAST Library system, premises and staff. He/she shall contribute to the development of medium to long term policies and projects within the context of the whole MCAST organisation’s needs, following discussions with the Principal and the Council of Institutes.** |

**DUTIES AND RESPONSIBILITIES:**

The Librarian shall:

1. Supervise and control the day-to-day running, administration and associated problem-solving of the MCAST libraries and learning resource centers (both Main Library and any other Institutes’ and Centers’ libraries), reporting to the Deputy Principal Administration when and as necessary;
2. Be responsible for the recruitment, training, development, supervision, performance, rewarding and disciplining of library staff;
3. Draw up the annual library budget and maintain control over it throughout the financial year;
4. Be responsible for the purchasing of library information stock, equipment, furniture and services including setting specifications, writing of tenders, sourcing and dealing with suppliers. Such purchasing follows due discussion with Institute Directors and academic staff and in a manner that ensures that goods and services purchased offer the best value for money spent;
5. Undertake the normal duties of Deputy/Senior/Assistant Librarian as and when required (the job descriptions for Senior and Assistant Librarian, refer);
6. Be constantly aware of the needs of MCAST library users with a view of meeting those needs;
7. Keep up-to-date with library professional and technical developments, if necessary and when requested, by attending conferences, visiting other libraries and other academic institutions even abroad;
8. In discussion with staff, design and implement improvements to in-house systems and procedures;
9. Keep abreast of the integrated library management software, the associated SQL querying, reporting and updating system and any new developments;
10. Maintain good relationships with other libraries and library associations in Malta and elsewhere as necessary;
11. Be actively involved in the promotion of the library both with MCAST students, and with lecturers and other staff;
12. In collaboration with the Health and Safety Manager, the Estates Manager and the Projects Director, ensure that all library premises are adequately designed, administered and maintained, meet legal health and safety requirements and are kept in a clean and good state;
13. The list is not exhaustive and management may add or change tasks if and when required and according to the exigencies of MCAST and its subsidiaries.