Habib University
Job Description

Position Title	Deputy Manager Reference and Technical Services
Department	Library
Reporting Relationship	Senior Associate, Library and Education Programs
Dated	6th August, 2015

Scope of the Position
In collaboration and supervision of Senior Associate, Library and Educational Programs, the incumbent will actively work on collection Services, planning, directing and managing the acquisition, cataloging, classification and processing of library materials. Generates acquisitions, collection, and materials budget reports, and other reports as required. Selects, supervises and evaluates staff; identifies training needs, recommends, and/or provides staff training to meet identified needs and improve performance. Performs and oversee duties including original and copy cataloging, database maintenance, data analysis, library circulation services including reference services etc.

Summary of Key Functions
Specific Role:

- Manage and supervise all operations of technical services including the coordination of collection development, acquisitions, processing and cataloging of library materials, interlibrary loan, as well as staff supervision, training, and evaluation.
- Oversee and maintain the quality and integrity of the library's bibliographic data to ensure compliance with current national standards and user access.
- Continually assess processes to streamline tasks, reduce redundancies, and enhance the workflows of the Technical Services department.
- Manage the library's materials budget.
- Recommend new or revised procedures to enhance acquisitions, cataloging, classification, materials processing. Develops, implement and document approved changes.
- Coordinate with Systems / IT team for monitoring, maintaining, enhancing KOHA ILS.
- Foster and maintain effective, transparent working relationship with vendors.
- Perform reference work by assisting patrons in research and selection of library materials.
- Work in collaboration with other librarians as part of the library's social media networking team.
- Participate in overall library planning, policy development, committees and projects.
- Engage in professional development to continually update knowledge.
- Develop, implement and manage overall reference services and programs. Develop and maintain procedural manual for the reference services, prepare statistics and reports.
- Assist with collection development activities to ensure a current and comprehensive reference and serials collections.
- Manage and oversee shelving functions.
- Maintain library website / webpages by providing up to date information.
- Trial, select, evaluate and pilot the use of new and emerging technologies to deliver reference services.
- Contribute to the library's strategic planning process.
- Collaborate with Deputy Manager Research and Learning Services to integrate best practices into the reference services.

Required Qualification, Experience and Skills	
Qualifications and Skills Required	• Master's degree in library and information science with at least three years of demonstrated experience in an academic library related to technical and reference services. • Knowledge of professional library principles, methods, reference and research materials, as well as current library technologies, issues and trends. • Working knowledge of technical services processes and functions, acquisitions management, reference services, including OCLC cataloging and MARC format. • Professional behavior and excellent interpersonal skills including the ability to work collaboratively as a team member and serve the public courteously and effectively. • Able to work with individuals from diverse cultural and professional backgrounds in a collaborative manner. • Manage details, set priorities, meet deadlines and maintain confidentiality. • Use initiative, problem solving skills, integrity, data analysis, team work and management skills. • Communicate effectively both orally and in writing. • Commitment to service, continuous improvement and innovation with a strong work ethic. • Fluent in office productivity software, ILS, Internet and other standard office equipment. • Demonstrate creativity, flexibility, and a positive attitude. • Willing to work a flexible schedule including evening hours in shifts and weekends (whenever required)