



Ministry of Education

VACANCY

Applications are invited from suitably qualified persons to fill the position of

LIBRARIAN – CHARLES A. HALBERT PUBLIC LIBRARY

EDUCATION AND EXPERIENCE

- Bachelor's Degree in Library Studies or any other related field from an accredited institution. A
- Master's degree in Library and Information Science (MLS) would be an asset.
- Experience in various library, literacy and information systems
- At least five years' experience in a management or leadership role
- Comprehensive knowledge about library operations would be an asset
- High levels of computer competence and leadership skills are strongly recommended

Scope of Work

The qualities being sought for the post of Librarian- Charles A. Halbert Public Library are those of an individual with the required vision, knowledge, competences and drive to lead the staff of the Charles A. Halbert Public Library. The individual is primarily responsible for ensuring the implementation and adherence to best practices in the delivery of library and information services in all public library spaces. The officer also supports and empowers the library personnel in schools by giving guidance and training where and when necessary and possible. This officer is therefore responsible for monitoring the operations of C.A.H Public Library and other public libraries, advancing programmes etc to enhance the use and relevance of the Public Libraries. This officer will also assess the performance of library staff, and devise plans for continuous improvement of library facilities and personnel.

The Librarian prioritises the analysis and improvement of the library services, processes and systems, while ensuring that the library resources are directed toward the fulfilment of the mission and strategic priorities of the Ministry of Education. The Librarian, in collaboration with the leadership team, is expected to prepare and forecast budgets, manage resources, and ensure that relevant library services are provided in an efficient and effective manner. The Librarian seeks to shape the culture of the CAH Public Library and create an environment that promotes learning and delivering quality customer service. This officer understands the enduring need for public libraries to remain relevant within the communities that they serve and is committed to pursuing impactful improvement and change to prevent obsolescence of public libraries.

Candidates must have the required knowledge, skills, competences, and years of professional experience in order to qualify for the position.

DUTIES OF THE Librarian- Charles A. Halbert Public Library

The Librarian at the Charles A. Halbert Public Library is expected to carry out all of the following duties:

1. Develop and implement a work plan which contributes to the Ministry's strategic plan
2. Understand and evaluate professional trends and ensure that the Library remains relevant
3. Implement, evaluate and if necessary, adjust the plan annually
4. Participate in professional development
5. Catalogue and classifies library materials using Dewey/LC subject headings, etc.
6. Market and promote the library and its services
7. Develop in-service and outreach programmes
8. Provide professional and personal assistance to patrons in accessing resources
9. Determine hours of operation using data
10. Provide strategic and operational leadership toward the ongoing development, delivery and sustainability of library services
11. Collect data on/Monitor library use and trends and recommend changes to the services that the library provides
12. Guide the management team to develop and present proposals for service changes that are informed by data
13. Develop budget in support of operation (Prepare, justify and gain approval of
14. operational budget)
15. Develop work plan for staff and provide guidance and training in the execution of duties
16. Promote, plan and implement professional development of staff through coaching and training
17. Manage the human personnel at the libraries by ensuring clarity regarding duties and responsibilities
18. participate in the periodic review of job descriptions for library staff in response to changing library services and work dynamics
19. Plan and conduct staff meetings
20. Develop policies and procedures to evaluate, acquire, discard, process, organize and maintain the library's collection
21. Work to develop and sustain a culture of learning that welcomes change and innovation.
22. Deal with employee relations issues in a timely manner and by using sound management practices.
23. Manage programmes for children and other special groups
24. Ensure that the Library establishes, evaluates and monitors all safety procedures
25. Any other duties as assigned

SPECIFIC KNOWLEDGE REQUIRED

- ✓ Theoretical and practical experience in the field of librarianship and information science
- ✓ Management and Leadership Training
- ✓ Familiarity with the principles of quality management

SPECIALISED TECHNIQUES/ SKILLS

- ✓ Exceptional communication and presentation skills, both written and verbal.
- ✓ Computer competent: excellent IT skills, very good knowledge of Office 365
- ✓ Experienced in designing and delivering customer focused programmes and services
- ✓ Effective time and project management skills
- ✓ Reflective, visionary, critical and analytical thinker
- ✓ Excellent interpersonal skills
- ✓ Ability to self-evaluate and evaluate staff performance

- ✓ Good observational skills and organizational skills
- ✓ Expertise in online searching, using the internet and a range of subscription services
- ✓ Information retrieval skills
- ✓ Awareness of current developments in library/resource centre management

Personal Attributes and Competences

- ✓ Goal oriented: a steadfast commitment to meet or exceed performance expectations
- ✓ Disposition of calmness
- ✓ Confident in decision making, problem solving and taking accountability
- ✓ Driven by efficiency, productivity and a desire for excellence
- ✓ A strong sense of ambition and a strong desire for improvement (to meet or exceed performance expectations)
- ✓ Dedicated, enthusiastic, flexible, passionate, assertive and proactive
- ✓ Model leadership qualities
- ✓ Professional, resourceful, responsible, reliable, collaborative

Remuneration

Salary will be commensurate with qualification and experience in accordance with the Civil Service Salary Structures.

Applicants must submit the following documents:

1. A cover letter that
 - outlines your perspective of the post and how you perceive that you are a suitable candidate
 - includes the names and contact information of two references,
2. Resume or Curriculum vitae
3. Certified copies of relevant certificates

Application must be addressed to:

The Permanent Secretary
Ministry of Education
P.O. Box 333
Cayon Street
Basseterre
St. Kitts

The **closing date** for receipt of application is **Friday, 18th July, 2025**.

All applications will be acknowledged. However, only short-listed candidates will be contacted for further consideration.