**POSITION ANNOUNCEMENT**

<table>
<thead>
<tr>
<th>JOB TITLE AND RANK</th>
<th>Law Librarian, Librarian II</th>
</tr>
</thead>
<tbody>
<tr>
<td>LOCATION</td>
<td>Oakes Field Campus; Nassau, New Providence, The Bahamas</td>
</tr>
<tr>
<td>START DATE</td>
<td>1 August 2015</td>
</tr>
<tr>
<td>TYPE OF VACANCY</td>
<td>Faculty</td>
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<tr>
<td>DEPARTMENT</td>
<td>Libraries and Instructional Media services (LIMS)</td>
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**SUMMARY**

Established in 1974, The College of The Bahamas is the national higher education institution of The Commonwealth of The Bahamas. With an enrolment of 5000 students, the College offers master, bachelor and associate degrees.

The Department of Libraries and Instructional Media Services invites applications for a full-time faculty position at the rank of Librarian II, Law Librarian, with responsibility for the overall management of the law collections which supports the Bachelor of Laws degree programme.

The successful candidate will be dynamic and innovative with a strong commitment to service within a diverse community; will have experience working within a Voyager software environment; strong analytical skills; strong leadership capabilities; demonstrated knowledge of legal research and resources; a sound understanding of emerging technologies and the ability to apply them within the library setting; and a strong commitment to developing a cohesive and strong integrated library service within the academy.

The position reports to the Deputy Librarian.

**DUTIES AND RESPONSIBILITIES**

- Oversight of the smooth operation of the law reference desk services and collections;
- Training, mentoring and evaluating staff to ensure efficiency of reference desk services and growth in usage of the collection;
- Evaluating reference desk services and usage of collections and making appropriate recommendations;
- Recommending policies and procedures that meet established standards;
- Participating in budget analysis and preparation; monitoring expenditure of approved budget allocations;
- Coordinating collection development activities in keeping with established policies;
- Supervising full-time and part-time staff and student workers
- Conducting bibliographic and information literacy sessions;
- Preparing reports; attending professional and general staff meetings;
- Serving on library and college wide committees;
- Engaging in research and professional activities;
- Working evenings and weekends on rotation

**QUALIFICATIONS**

- Applicants must possess at least a master’s degree in Library Science from an accredited institution and a minimum of five years post qualification experience, preferably in a Law Library;
- Skills in library automation, manipulation of legal database, online searching, bibliographic and information literacy instruction, and
- Evidence of managerial or supervisory experience.

A Law degree and knowledge of the Commonwealth and Caribbean legal systems are desirable.

**SALARY GRADE**

<table>
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<tr>
<th>Grade</th>
<th>Salary</th>
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<tr>
<td>TD - Doctoral</td>
<td>$42,160-71,410</td>
</tr>
<tr>
<td>TM - Master’s degree Library Science</td>
<td>$37,660-$63,310</td>
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</tbody>
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**APPLICATION DEADLINE**

February 27, 2014

**APPLICATION INFORMATION**

Applicants should send the following:

- A completed College of The Bahamas Application for Employment Form ([www.cob.edu.bs/hrprofile](http://www.cob.edu.bs/hrprofile));
- A letter of interest (highlighting work experience and accomplishments relevant to the position);
- An up-to-date curriculum vitae or resume;
- Librarianship philosophy statement;
- Evidence of excellence in librarianship;
- Evidence of research and scholarship;
- Evidence of service to the profession;
- Unofficial transcripts (official transcripts needed for employment); and
- At least three confidential, professional references.

*Applications will NOT be considered without the complete package.*

**MAILING ADDRESS**

The College of The Bahamas  
Human Resources Department  
P. O. Box N-4912  
Nassau, N.P. The Bahamas  
Attention: Mrs. Renee Mayers  
Associate Vice President, Human Resources  
OR  
[faculty.application@cob.edu.bs](mailto:faculty.application@cob.edu.bs)