

Join a team who cares about excellence

## LIBRARY SERVICES MANAGER

HUMAN RESOURCES DIRECTORATE

**BHB** ensures the highest in quality health care through service excellence, education and leadership. We seek qualified, highly motivated, and experienced professionals to work in a supportive but demanding environment.

### Key responsibilities include:

- Manage the day-to-day operations of the library; develop departmental goals, objectives and systems aimed at satisfying expectations/needs: forecast future demands, resources, needs, ensure these are consistent with organizational direction and implement as appropriate
- Perform on-line research in all disciplines including but not limited to: medical and health sciences, biology, pharmacology and business management, using Pubmed, Cinahl, Cochrane, etc
- Guarantee a spectrum of knowledge-based information is available to health care providers, staff and the community
- Provide training to library users in the use of print and electronic resources
- Direct and oversee the selection, purchase, cataloging, indexing, classification, weeding and inventory of all library materials (books, serials, software, etc) for the appropriate storage and retrieval of knowledge-based information
- Archive and preserve organizational information

### Qualifications &/ Registration required:

- Master's degree from an ALA/CLA accredited university program
- 3 years' experience in a medical/health science library with supervisory responsibility
- Expertise in AACR2 and MARC formats, NLM and LC classification schemes and Medical Subject Headings (MeSH) also in established and new technologies
- Excellent analytical and creative problem solving, interpersonal, and oral and written communication skills
- Familiarity with a variety of computer-based applications such as word processing, spreadsheets, and database management software

If you want to make a difference, visit [www.bermudahospitals.com](http://www.bermudahospitals.com), and apply through **BHB Jobs NOW**.

Select "Work at BHB" and follow the steps.

**Closing date for applications is: January 17, 2013.** Pre-employment substance abuse screening is mandatory for all successful candidates.



**Bermuda Hospitals Board**

Human Resources, Craig Appin House  
8 Wesley Street, Hamilton HM11, Bermuda

**Tel: (441) 239-2955**

[www.bermudahospitals.com](http://www.bermudahospitals.com)

OUR VISION IS TO BE THE FIRST CHOICE  
FOR HEALTH AND WELLNESS

join