

# Join a team who cares about excellence

## LIBRARY SERVICES MANAGER

### HUMAN RESOURCES DIRECTORATE

Bermuda Hospitals Board strives to provide the highest in quality health care through service excellence, education and leadership. We are seeking qualified, highly motivated and skilled professionals to work in a supportive, but demanding environment. The ability to work harmoniously within a team of professionals is critical as we continue to improve patient care.

#### 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, and if your experience and qualifications match the above criteria, **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: June 24, 2011.

Pre-employment substance abuse screening is mandatory for all successful candidates.



**Bermuda Hospitals Board**

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

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