

JD For Manager / Sr. Manager – Library

Department/Faculty/School: MIT World Peace Dome

Reports to: (Title) – Director

Location: Loni Kalbhor, Pune

Roles & Responsibilities:

1. Develop and implement short and long term goals, objectives and policies for the KRC leading towards achieving the overall WPD objective and being recognized as top Knowledge resources centre
2. Manages Library operations; direction to employees; evaluates Library issues; determines and implements solutions leading toward a better customer experience to the users
3. Manages and directs all of the Library's activities, including reference, circulation, collection development, cataloguing, provide reference services; responds to requests for information, researches questions and other activities leading easy and quick retrieval of the information
4. Focus on continuous Development Programs to ensure that the KRC is kept abreast of latest developments thus leading to optimum utilization of both physical and human resources that are at the disposal.
5. Establish systems & processes, Management Information System, Dash Board, Key performance indicator to measure the overall effectiveness of the KRC leading towards making KRC world-class
6. Responsible for budgeting, monitoring, team development, establishing systems and processes, automation (digital & physical library) wherever required, benchmarking with respective KRCs for further improvements, network of libraries within & outside group, figure out utilization of the library

Desired Candidate Profile:

- An outstanding professional with minimum 5+ year experience working in the similar capacity and having Master's Degree in Library Science/MS, in depth knowledge of library principles, practices and administration.
- Demonstrated success in coordinating various stakeholders/interests and developing strong relationships in order to drive a process successfully.
- Excellent oral and written communication skills – English, Hindi & Marathi
- Good level of skill in conducting analysis, developing recommendations and preparing comprehensive reports.
- Skill in planning, developing and implementing Library policies, procedures and objectives, skill in resolving customer complaints and concerns.

Cultural/personality traits

- Customer service orientation
- Communication, Planning & Organizing
- Leadership, Decision making ability
- Strong performance orientation