

## **1. JOB IDENTIFICATION**

- 1.1 Position Title : Library Assistant
- 1.2 Position Level : Position 13
- 1.3. Occupational Group : Administrative and Technical
- 1.4 College : Paro College of Education, Paro
- 1.5 Terms of Appointment : Regular

## **2. GENERAL ROLES AND RESPONSIBILITES**

- 2.1 Draft, type and dispatch correspondence as per the directives of the supervisor;
- 2.2 Provide information to the library user on library policies and procedures;
- 2.3 Carry out routine library clerical duties (e.g. serial ordering and record maintenance,
- 2.4 Cataloguing from bibliographic copy; routine circulation, reserve and overdue functions);
- 2.5 Perform routine searches and update computer records;
- 2.6 Issue borrowers' cards according to library procedures;
- 2.7 Call patrons to deliver messages or information on library materials; and
- 2.8 Carry out any other duties that may be assigned from time to time.

## **3. SPECIFIC ROLES AND RESPONSIBILITES**

- 3.1 Processing library materials and cataloguing in the Integrated Library Management System.

## **4. EDUCATION**

- 4.1 Class XII

## **5. EXPERIENCE**

- 5.1 Relevant experience will be added advantage.