

ROYAL UNIVERSITY OF BHUTAN

POSITION PROFILE

1. JOB IDENTIFICATION

- 1.1 Position Title** : Library Assistant
1.2 Position Level : 13
1.3 Occupational Group : Administrative & Technical Staff
1.4 College/OVC : Paro College of Education

2. MAIN PURPOSE OF THE POSITION: *(provide main purpose of the job)*

The main purpose of a Library Assistant is to support the Librarian in smooth functioning of the library services in the College for the benefit of the students and the staff.

3. GENERAL ROLES AND RESPONSIBILITIES: *(Use Representative Work Activities as provided in Position Directory).*

- 3.1 Draft, type and dispatch correspondence as per the directives of the supervisor;
- 3.2 Provide information to the library user on library policies and procedures;
- 3.3 Carry out routine library clerical duties (e.g. serial ordering and record maintenance, cataloguing from bibliographic copy; routine circulation, reserve and overdue functions);
- 3.4 Schedule the work of and train student assistants and clerical staff;
- 3.5 Perform routine searches and update computer records;
- 3.6 Issue borrowers' cards according to library procedures;
- 3.7 Call patrons to deliver messages or information on library materials; and
- 3.8 Carry out any other duties that may be assigned from time to time.

4. SPECIFIC ROLES AND RESPONSIBILITIES: *(Provide list of specific task that is not covered by the Representative Work Activities).*

A Library Assistant has various duties and responsibilities to take care of in their job. These duties are important in order to keep the library running smoothly as they assist the Main Librarian. The following are the common duties and responsibilities of a Library Assistant:

- 4.1 Loan library materials such as books and DVDs to patrons and collect the returned materials;
- 4.2 Catalog and maintain the library materials on regular basis;
- 4.3 Organize and reshelved returned items such as periodicals, books and DVDs;
- 4.4 Teach/guide students and staff how to use the library resources;
- 4.5 Attend to visitors in the Library and answer any questions from them accordingly;
- 4.6 Perform routine tasks such as answering phone calls and organizing files;
- 4.7 Use and maintain computer library database to help locate library materials; and
- 4.8 Help plan and participate in special library events.

5. KNOWLEDGE, SKILLS & ABILITIES (KSA) REQUIREMENTS: *(Use KSA and Position Profile Matrix Position Directory as a guide).*

5.1 Education: Class XII pass

5.2 Experience: Experience will be given preference for the purpose of shortlisting

5.3 Knowledge Skills and Abilities:

5.3.1 Good communications skills both in terms of written and speaking;

5.3.4 Ability to keep up-to-date information in the area of responsibilities and provide timely information for informed decision-making; and

5.3.5 Ability to work in teams and ready to work beyond working hours.