**ROYAL UNIVERSITY OF BHUTAN**

**POSITION PROFILE**

**1. JOB IDENTIFICATION**

1.1 **Position Title :** Assistant Librarian

1.2 **Position Level :** Position Level8

1.3 **Occupational Group :** Administrative & Technical

1.4 **College/OVC** : Gedu College of Business Studies

**2. MAIN PURPOSE OF THE POSITION**

The Assistant Librarian will be a key member of library team, fully contributing to the running of the library on a day to day basis, and dividing their time between routine works and working independently on a variety of library related activities.

**3. GENERAL ROLES & RESPONSIBILITIES**

* 1. Assist in annual budget preparation for library services.
  2. Execute activities related to maintenance of library property.
  3. Update library information system.
  4. Perform specialised duties, which support library services (circulation, general reference, and stack management, document and materials delivery) and/or collections (ordering, processing, and cataloguing) services and/or branch/section operations.
  5. Interpret library policies, procedures, standards and practices requiring some level of independent judgment, in applying them to work and complex problem solving.
  6. Direct the work of other library assistants and student assistants.
  7. Perform original cataloguing and classification and record editing.
  8. Perform collection development by recommending titles for purchase and/or deletion.
  9. Plan and implement library programmes including user education programme.
  10. Perform on-line database searches and search training.
  11. Perform routine clerical library duties necessary for proper organization and distribution of library materials.
  12. Compile statistical reports for circulation, attendance and the use of library services.
  13. Carry out any other task that may be assigned from time to time.

**4. SPECIFIC ROLES AND RESPONSIBILITIES:**

* 1. Establish and implement library policies and procedures
  2. Prepare and administer the budget for the library
  3. Develop, organize and maintain library collections to meet the demands of specific user groups
  4. Ensure a current and accurate inventory of library materials
  5. Maintain records and prepare statistical and analytical reports
  6. Guide users regarding internet resources
  7. Train users in the discovery and management of information
  8. Develop and maintain relationships with external bodies such as vendors and suppliers
  9. Promote awareness of research resources, library services and learning opportunities
  10. Ensure compliance with relevant laws and regulations including copyright in connection with use of library materials and resources.

**5. KNOWLEDGE, SKILLS & ABILITIES (KSA) REQUIREMENTS***:*

* 1. **Education:** Bachelor’s in Library Science
  2. **Experience:** Experience will be an added advantage for short-listing purpose.
  3. **Knowledge, skills and abilities requirements**
     1. High level of knowledge in the area of responsibilities.
     2. Good inter-personal skills to garner support from relevant officials
     3. Highly accurate custodians of the physical and digital collections.
     4. [Strong communication](https://www.thebalancecareers.com/communication-skills-list-2063737) and [customer service skills](https://www.thebalancecareers.com/customer-service-skills-list-2062380).
     5. Knowledge of current and emerging library technologies.
     6. Create educational programs to introduce users to the resources.