



Royal University of Bhutan

འབྲུག་རྒྱལ་འཛིན་གཞུག་ལག་སློབ་མཉམས་  
དགེ་འདུ་ཚོང་རིག་མཐོ་རིམ་སློབ་གྲ

ROYAL UNIVERSITY OF BHUTAN  
GEDU COLLEGE OF BUSINESS STUDIES  
GEDU: CHUKHA DZONGKHAG



## 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  
1.4 **Mode of Employment** : Regular  
1.5 **College/OVC** : Gedu College of Business Studies

### 2. MAIN PURPOSE OF THE POSITION:

2.1 Carry out routine library clerical duties (e.g. serial ordering and record maintenance, cataloguing from bibliographic copy; routine circulation, reserve and overdue functions);

### 3. GENERAL ROLES AND RESPONSIBILITIES

- 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.



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#### 4. SPECIFIC ROLES AND RESPONSIBILITIES:

4.1 Carry out routine library clerical duties (e.g. serial ordering and record maintenance, cataloguing from bibliographic copy; routine circulation, reserve and overdue functions);

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

**5.1 Education:** Class-XII (with six months IT course)

**5.2 Experience:** Experienced preferred.

#### 5.3 Knowledge Skills and Abilities:

- 5.3.1 Conversant in the area of responsibilities both in terms of technical knowledge and changing environment.
- 5.3.2 Good communication skills both in terms of written and spoken.
- 5.3.3 Sound analytical skills with knowledge in planning, management and execution of activities.
- 5.3.4 Ability to keep up-to-date information in the area of responsibilities and provide timely information for informed decision making.
- 5.3.5 Ability to work in teams and ready to work beyond working hours.
- 5.3.6 Capable of coping with pressures of the job and meeting deadlines and competing demands.