



ROYAL UNIVERSITY OF BHUTAN
GEDU COLLEGE OF BUSINESS STUDIES
POSITION PROFILE

1. JOB IDENTIFICATION:

- 1.1 Position Title : Assistant Librarian
- 1.2 Position Level : 8
- 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 Support the efficient functioning of the library by assisting with various tasks related to patron services, collection management, administrative duties, and library operations.
- 2.2 Work alongside librarians to ensure that library users have access to the resources and services they need, while also contributing to the overall organization and management of the library.
- 2.3 Facilitate access to information, providing assistance to patrons, managing library materials, and supporting library initiatives and programs.

3. GENERAL ROLES AND RESPONSIBILITIES

- 3.1 Assist in annual budget preparation for library services
- 3.2 Execute activities related to maintenance of library property
- 3.3 Update library information system
- 3.4 Perform specialized duties, which support library services (circulation, general reference, stack management, document and materials delivery) and/or collections (ordering, processing, and cataloguing) services and/or branch/section operations.



- 3.5 Interpret library policies, procedures, standards and practices requiring some level of independent judgment, in applying them to work and complex problem solving
- 3.6 Direct the work of other library assistants and student assistants
- 3.7 Perform original cataloguing and classification and record editing
- 3.8 Perform collection development by recommending titles for purchase and/or deletion
- 3.9 Plan and implement library programmes
- 3.10 Perform on-line database searches, and search training;
- 3.11 Perform routine clerical library duties necessary for proper organization and distribution of library materials;
- 3.12 Compile statistical reports for circulation, attendance and the use of library services;
- 3.13 Carry out any other task that may be assigned from time to time

4. SPECIFIC ROLES AND RESPONSIBILITIES:

- 4.1 Assisting patrons with various tasks such as locating books, answering inquiries, and providing guidance on library services and resources.
- 4.2 Assisting patrons in the selection, acquisition, organization, and maintenance of library material such as cataloging new acquisitions, shelving returned items, and ensure that materials are organized according to the library's classification system.
- 4.3 Maintain circulation records, processing interlibrary loan requests, scheduling library events or programs, and managing library accounts and memberships.
- 4.4 Provide reference and research assistance to patrons, helping them find information resources relevant to their needs such as literature searches, recommending appropriate sources, and assisting with basic reference inquiries, guidance on citation styles and research methodologies.
- 4.5 Participate in library outreach activities and community engagement initiatives such as organizing and promoting library programs, workshops, and events for different age groups or interest areas. Collaborate with local schools, community organizations, and other institutions to promote library services and resources.



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

5.1 **Education:** BSc/BA Library Science OR Equivalent qualification in Library

5.2 **Experience:** Experienced candidate will be preferred for shortlisting only.

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 Projects and 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.
- 5.3.7 Ability to understand, troubleshoot and resolve issues.