



འབྲུག་རྒྱལ་འཛིན་གཞུག་ལག་སློབ་མེ།
འཛིགས་མེད་རྣམ་རྒྱལ་བཟོ་རིག་མཐོ་རིམ་སློབ་མཁུ།
Royal University of Bhutan
Jigme Namgyel Engineering College
Dewathang: Samdrup Jongkhar



ROYAL UNIVERSITY OF BHUTAN
POSITION PROFILE

1. JOB IDENTIFICATION

1.1 Position Title	: Assistant Librarian
1.2 Position Level	: 08
1.3 Occupational Group	: Administrative & Technical
1.4 College/OVC	: Jigme Namgyel Engineering College
1.5 Slots	: 01

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

- 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 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.
- 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 including user education programme.
- 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.



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4. SPECIFIC ROLES AND RESPONSIBILITIES:

- 4.1 Establish and implement library policies and procedures
- 4.2 Prepare and administer the budget for the library
- 4.3 Develop, organize and maintain library collections to meet the demands of specific user groups
- 4.4 Ensure a current and accurate inventory of library materials
- 4.5 Maintain records and prepare statistical and analytical reports
- 4.6 Guide users regarding internet resources
- 4.7 Train users in the discovery and management of information
- 4.8 Develop and maintain relationships with external bodies such as vendors and suppliers
- 4.9 Promote awareness of research resources, library services and learning opportunities
- 4.10 Ensure compliance with relevant laws and regulations including copyright in connection with use of library materials and resources.

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

- 5.1 **Education:** Bachelor's in Library Science/Library Management/Information Studies & Library Management.
- 5.2 **Experience:** Experience as working in library will be an added advantage for short-listing purpose.
- 5.3 **Knowledge, skills and abilities requirements**
 - 5.3.1 High level of knowledge in the area of responsibilities.
 - 5.3.2 Good inter-personal skills to garner support from relevant officials
 - 5.3.3 Highly accurate custodians of the physical and digital collections.
 - 5.3.4 Strong communication and customer service skills.
 - 5.3.5 Knowledge of current and emerging library technologies.
 - 5.3.6 Create educational programs to introduce users to the resources.