

**ROYAL GOVERNMENT OF BHUTAN  
ROYAL UNIVERSITY OF BHUTAN**

**POSITION PROFILE**

**1. JOB IDENTIFICATION**

- 1.1 Position Title: Library Assistant**
- 1.2 Position Level: 13**
- 1.3 Occupational Group: Support and Supervisory**
- 1.6 College/OVC: College of Science and Technology**

**2. MAIN PURPOSE OF THE POSITION:**

Performs routine duties, which supports Library Services such as circulation, stack management, document and materials delivery and collections (ordering, processing, and cataloging) services applying standard library policies and procedures to daily work.

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

1. Draft, Type and dispatch correspondence as per the directives of the supervisor;
2. Provide information to the library user on library policies and procedures;
3. Carry out routine library clerical duties (e.g. serial ordering and record maintenance, cataloguing from bibliographic copy; routine circulation, reserve and overdue functions);
4. Schedule the work of and train student assistants and clerical staff;
5. Perform routine searches and update computer records;
6. Issue borrowers' cards according to library procedures;
7. Call patrons to deliver messages or information on library materials; and
8. Carry out any other task that may be assigned from time to time.

**4. SPECIFIC ROLES AND RESPONSIBILITIES: *(Provide list other specific task that is not covered by the Representative Work Activities and list of modules to be taught in the given programme in the case of academics)***

- Arranges or files materials according to library filling rules;
- Maintain library clean, safe and organized.
- Book binding and repair works.

- Operates office machinery such as photocopiers, fax machines or computers.
- schedules, types cards, lists, labels, or short entries on forms
- Sort books, publications, and other items according to established procedure and return them to shelves, files, or other designated storage areas.
- Inspect returned books for condition and due-date status, and compute any applicable fines.
- Any other duties assigned

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

**5.1 Education: Cl. XII with Certificate in Computer Application**

**5.2 Experience: Preferences will be given to those with relevant work experience while shortlisting.**

**5.3 Knowledge Skills and Abilities** *(Use KSA in Position Directory):*

- (a) Good Communication Skills in written as well as spoken at least in Dzongkha and English.
- (b) Knowledge of rules and regulations pertaining to the area of work.
- (c) Ability to organize information and maintain up-to-date information for administrative and management purposes.
- (d) Ability to be courteous and able to handle matters in short notice.