



JOB DESCRIPTION

Title: Library Asst. III

Report to: Librarian

Grade: 13

Key Duties & Responsibilities:

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 duties that may be assigned from time to time

PERSON SPECIFICATION

Qualification: Class XII with 3 months and above computer course

Experience: Preference: Those with relevant work experiences

Knowledge of language(s) and other specialized requirements:

Reading knowledge Dzongkha and English required.