



JOB DESCRIPTION & PERSON SPECIFICATION

JOB TITLE: Assistant Librarian	DEPARTMENT: Library
POSITION REPORTS TO: Librarian	
MAJOR JOB RESPONSIBILITIES	
<ol style="list-style-type: none">1. Supervises library- related services of the library members.2. Responsible for creating new library membership cards.3. Sends overdue notices to borrowers and follows up with calls to ensure that overdue materials are returned.4. Inspects the returned books for condition, due date status, and fines (if applicable), as well as, checks book cards of returned books before sending for shelving.5. Responsible for shelf reading and shelf maintenance of all materials.6. Assists the Librarian in maintaining the library collection by evaluating the collection i.e. weeding, replacement, binding, and updating the books and all other library materials.7. Maintains record of all receiving materials from other libraries of SZABIST.8. Keeps general discipline of the library.9. Supervises general maintenance and cleanness of the library.10. Assists the library users by providing information, and library materials.11. Assists the Librarian in library-related work.12. In the absence of the Librarian is responsible for performing the functions of the librarian	
<u>PERSON SPECIFICATION</u>	
(1) Academic Qualification Required At least a graduate degree	



(2) Specific Job-related Skills Required

1. Communication & Interpersonal Skills
2. Computer Skills
3. Ability to Plan, Organize, and Supervise
4. Ability to train the subordinates / junior colleagues

(3) Specific Job-related Traits & Behaviours Required

1. Attendance & Punctuality, and well disciplined
2. Controlling expenditures in line with the budget
3. Cooperativeness & Coordination with colleagues
4. Policy and Procedure Compliance
5. Professional Appearance