

JOB DESCRIPTION and JOB SPECIFICATION

Job Title	Librarian	Job Code	<i>JD/GIS/004</i>
Reports to	Principal	No of Job Holders	1
Department	Gateway International School	Last Update	13/11/2018
Operating Division	Gateway International School	Approved Date	

1. JOB PURPOSE:

This position is for the Librarian role who will be responsible for taking care of all the inventory of the books and additional general, newspapers etc. Responsibilities include coordination, maintain and monitoring.

2. ORGANIZATION CHART:

Separate

3. DIMENSIONS:

RESPONSIBILITY FOR PEOPLE: Students associated with School
RESPONSIBILITY FOR FINANCIALS: None

4. RESPONSIBILITIES:

- 1 year – 2 years of experience is required in Librarian Post.
- Selecting, Developing, Cataloguing and Classifying library resources
- Using library systems and specialist computer applications
- Ensuring that library services meet the needs of particular groups of users
- Assisting readers to use computer equipment, conduct literature searches etc
- Promoting the library's resources to users
- Requires B.Lib and M.Lib or terminal degree appropriate to the field.
- Maintain regularly scheduled office hours in order to advise and assist students.
- Typically reports to a department head.

5. DECISION MAKING AUTHORITY:

Seeks approval of Manager before taking any financial decisions, if it is above 2500 limit

6. COMMUNICATIONS AND RELATIONSHIPS:

Internal: Managers, department personnel, employees, clients and visitors

External: Professional interaction with the clients and other visitors

7. KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED FOR JOB

Education B.Lib and M.Lib

Experience	1 year-2 years of Experience.
Language skills	Written and verbal communication in Hindi and English
Working Conditions	Work is performed with considerable independence and requires excellent collaboration and coordination skills. Involves considerable standing and walking. May have to face unruly elements in the course of duty, requires good observation skills and initiative