



# **PUNJAB PUBLIC SERVICE COMMISSION**

## **JOB DESCRIPTION/JOB ANALYSIS FOR THE POST OF CHIEF LIBRARIAN (BS-19) IN THE ARCHIVES LIBRARIES WING, S&GAD (CASE NO.21C2020)**

### **Main Responsibilities and Tasks**

1. Overall administration of the Library.
2. To deal with and resolve queries of researchers and public coming in the Library.
3. Drawing and Disbursing Officer of the Library.
4. To manage meetings of the Board of Governors and other standing committees of the Library.
5. To manage financial, budgetary matters and audit of the Library accounts.
6. To supervise the work of the Semi-professional and non-professional staff.
7. To frame a policy for the development and promotion of the Library.
8. To support activities for the promotion of reading habits, advancement of the Library and cooperation among libraries.
9. To prepare development plans.
10. To implement Government instruction pertaining to the Library.
11. Any other duty assigned by the Board of Governors, Executive Committee & Administrative Department.

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