

Personnel: Job Description: **Technical Services Assistant**

Approved by: Board

Date: 9/20/2010; Revised: 7/9/2018 ; 2/2020 (LH)

Goal: To efficiently and accurately process library materials and supplies and to make the library a pleasant and rewarding place to visit and use by carrying out responsibilities accurately and cheerfully.

Reports to: Technical Services/Circulation Supervisor

Full or part-time, including some evenings and weekends.

Minimum qualifications: High School Diploma.

Required knowledge and skills:

- Ability to present a warm, welcoming image in working with the public in person and on the phone.
- Ability to perform filing and other clerical tasks with reasonable speed and accuracy.
- Ability to develop knowledge of current cataloging system.
- Ability to follow written and oral instructions.
- Ability to learn computer hardware and software applications used in the Library.
- Ability to efficiently use a computer.
- Ability to perform repetitive tasks accurately and consistently to insure quality control.
- Willingness to learn and adhere to library policies and procedures.
- Must work independently, often without direct supervision.

Essential duties and responsibilities:

- Creates/maintains material records in current cataloging system.
- Transfers calls to appropriate departments.
- Packs and receives Interlibrary Loan materials.
- Performs database entry and word processing as needed.
- Prepares books and other library materials for circulation, i.e., puts on labels, etc.
- Keeps track of processing supplies.
- Assists with mending as needed.
- Prepares and sorts mail as needed.
- Prepares daily deposit as needed.
- Records and emails morning minutes as needed.
- Promptly relays all suggestions, problems, and complaints to Supervisor.
- Performs opening and closing duties according to established procedures.
- Working knowledge of current circulation system.
- Assists Circulation Department as needed
- Performs other related duties as assigned.

Effort required:

- Close attention to visual detail
- Ability to perform repetitive tasks accurately and consistently to ensure quality control.
- Ability to sit and/or stand for long periods (at least 90% of work day).
- Much lifting and carrying of stacks of books, packages and similar weights up to 25 lbs.
- Agility and strength for pushing loaded book trucks and shelving and retrieving library materials stored from near floor level to 90" high.

- Manual dexterity for using library equipment, opening packages, handling money, and processing library materials in a variety of formats.
- Must be able to work with frequent interruptions.
- Must be able to use computers, printers, telephones, copiers, and other office equipment as needed.