



## JOB DESCRIPTION

<b>JOB TITLE:</b> Library Technical Assistant	<b>FLSA:</b> Non – Exempt
<b>Department</b> Library	<b>Date:</b> 4/09/2021
<b>Security Sensitive:</b> Yes	<b>Grade:</b> <b>B21</b>
<b>Reports To:</b> Director of the Library and Learning Resources	

### **Job Summary**

The Library Technical Assistant reports to the Director of Library and Learning Resources in the area of library technical services such as copy cataloging, maintaining, updating, and providing technical support for the library catalog through the integrated library system, and assisting with the library content management system, library acquisitions, and tracking budgetary expenditures. This position will also have opportunities to assist with public services, as needed.

### **Essential Functions**

- Perform a variety of library technical services tasks.
- Assist in the maintenance of databases and collections containing library holdings in the integrated library system;
- Assist with the library content management and room booking system;
- Perform copy cataloging and process all formats of library materials to facilitate identification, access, and use in the collections of the library.
- Assist in preparation of monthly statistics;
- Assist with monitoring the library budget and keeps accurate records of monthly expenditures;
- Assist with ordering departmental supplies;
- Assist with preparing book orders, verifies book deliveries against invoices, and maintains records of book acquisitions;
- Assist library users in locating material in the collection through the use of the online library catalog and database collections;
- Perform basic reference work using the materials in the collection and refers advanced questions to the Director or the Librarian for in-depth research;
- Assist students, as appropriate, in the library computer lab;
- Assist with routine and special departmental projects;
- Exercises professionalism in the use of correct grammar, work attendance habits, and attire;
- Maintains confidentiality of information exposed to in the course of business regarding students, supervisors, or other employees;

- Contributes to a safe educational and working environment by participating in all drills and training and being prepared to take action should a health or safety emergency occur;
- Requires the kind of teamwork, supervision, and personal interaction that cannot be had in a home office situation; therefore, regular and predictable on-site attendance is a job requirement.
- Performs all other duties assigned.

### **Minimum Education, Skills and Ability**

- Associate degree or equivalent required;
- One (1) year of copy cataloging and at least one (1) year of library experience;
- Experience in an academic library preferred;
- Experience in library technical and public services preferred;
- Proficiency with standard office equipment and software, including Microsoft Office Suite to include mid-level knowledge of computer/internet/email;
- Knowledge of Library of Congress Cataloging and descriptive cataloging standards preferred;
- Knowledge of integrated library systems;
- Knowledge of Springshare CMS;
- Ability to adapt willingly and effectively to the rapid changing world of information systems, and succeeding tools needed for locating and accessing information and data;
- Detail-oriented, work with minimum supervision and ability to multi-task in a fast-paced work environment;
- Excellent organizational and critical thinking skills and the ability to manage several projects at a time;
- Possess a collaborative, team-based approach to projects;

### **Work Environment**

- Works in a climate controlled environment with little exposure to safety hazards;
- The position requires average agility and good physical condition. Ability to lift and carry moderately heavy materials weighing up to 25 pounds. Work requires sitting, frequent near vision use for reading and computer use, lifting (from floor to overhead), stooping, bending, stretching, walking, standing, pushing, pulling, reaching, shelving, and other physical exertion.

### **Special Requirements**

- Availability to work evenings and weekends;
- Subject to a criminal background check prior to employment.

NOTE: The above statements are intended to describe the general nature and level of work being performed by the person assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, skills and physical demands required of personnel so classified.

APPLICANT: Are you capable of performing in a reasonable manner the activities involved in the job or application for which you have applied? \_\_\_\_\_

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Signature

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Date