

Job Description

LIBRARY ASSISTANT - TECHNICAL SERVICES

NATURE OF POSITION

This is a support service position which requires interaction with the staff and public. Position functions as a support staff team member in the Technical Services Department, performing clerical tasks and related services under the direction of the Department Head, Senior Library Assistant and Administration. Training will be provided.

ESSENTIAL FUNCTIONS: REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Promote and further the purpose and objectives of the Bay County Library System as stated in the Bay County Library System Policy and Procedure Manual.

- Work with patrons, co-workers and supervisors in a manner that is positive, supportive and cooperative and in the best interest of the library.

- Become proficient in the application and operation of appropriate hardware and software for the automated circulation and acquisitions systems.

- Become proficient in operation of equipment in performance of duties, i.e. computers, multi-line telephone, fax, photocopy and other machinery as appropriate.

- Perform computerized clerical functions as required by specific assignment.

- Bend, twist, lift, and to interfile books and other library materials on shelving units up to 90” in height, transport books and a-v materials from one location to another.

- Carry books, magazines, and audio visual equipment weighing up to 25 pounds on a regular and repetitive basis, and be able to push carts holding similar materials throughout the work site.

- Follow directions and perform required responsibilities.

- Work and accomplish responsibilities effectively under pressure.

- Communicate clearly and effectively, utilizing good grammar.

- Alphabetize efficiently, and accurately count and calculate numbers.

-MINIMUM TRAINING AND EXPERIENCE

High school diploma or its equivalent.
Computer and keyboard training or experience.

EXAMPLES OF POSITION RESPONSIBILITIES

(This position may not require all of the responsibilities listed, nor do the listed examples include all tasks which may be necessary in this position)

- In the absence of the Department Head and the Senior Library Assistant this position may supervise and direct the work of library pages, part-time and substitute employees, and may occasionally be in charge of the department.
- Assist in the activities relating to organizing, ordering, cataloging and processing library information resources, print and non-print.
- Prepare materials and records for addition to and withdrawal from collection, including holdings record maintenance on the database.
- Answer telephone as backup and direct calls to proper stations.
- Alphabetize and file as needed.
- Assist in the preview book process.
- Assist in the bindery books procedures.
- Assist in the library system's memorial book procedures.
- Perform the mailing of overdue and hold notices received from the VLC.
- Receive, arrange and pack gift books for the book sale.
- Assist in maintaining the paperback collections at the Family Independence Agency and Law Enforcement Center.
- Assist in maintaining newspapers articles about the system and compile in annual Rave Reviews booklet.
- Perform set-up and clean-up of system meetings.
- Attend workshops which pertain to job responsibilities.
- Serve on system-wide committees as appropriate and coordinate system activities within the Branch as assigned.
- Perform related work as required.