Title: Library Technical Assistant (PT)
Department: Library. Technology and Technical Services

Position Definition: Provides varied technical library services in the cataloging, classification, and processing of print, audio/visual, digital, and other library materials. Coordinates processing tasks and schedules. Assists library patrons in using library services, technology, and facilities.

Supervision received: Works under the general supervision of the Technology and Technical Services Librarian, who assigns areas of responsibilities, outlines policy and procedures, provides guidance as necessary, and evaluates work for accuracy and effectiveness. Works with a great deal of independence in Technical Services.

Supervision exercised: Provides task supervision to library assistants, library pages and volunteers as assigned.

Examples of Essential Job Duties: Support and assist library staff and patrons by using technical systems and processes that aid in the acquisition, classification, discovery, and maintenance of library materials, resources, and services. Work with both staff and patrons to ensure easy access to and effective use of a wide variety of library resources. Examples of potential duties include:

Coordinates the receipt and processing of new collection materials including books, documents, periodicals, audio/visual formats, electronic resources, and other materials as needed.

Enters catalog information in MARC record format into the library system based on an understanding of the local collection.

Performs original cataloging of local use records as necessary. Searches Sierra, OCLC, and vendor websites for records to use.

Imports, exports, and edits bibliographic, item, and order records.

Programs barcodes and RFID tags.

Prepares media and other non-print materials for circulation.

Consults with departmental librarians concerning cataloging and processing matters for the collection.

Periodically performs collection maintenance projects to ensure accuracy and consistency of catalog and processing. Maintains documentation of cataloging procedures.

Discards outdated or damaged books and materials. Makes minor repairs to books and materials when possible.

Daily tasks either cataloging and processing library materials or engaging in proactive and reactive technology support for public and staff.

Maintains statistical information for monthly reports.

Coordinates staff/volunteer schedule, training, and tasks

Responsible for technical work requiring application of principles of library science and/or computer technology.

Examples of Incidental Job Duties: Assists Technology and Technical Services Librarian in library administrative tasks. Orders library materials and supplies from vendors as needed. Creates custom labels and documentation for library materials or systems. Performs backup or relief tasks in all functional areas of Library as necessary. Operates and troubleshoots standard office equipment, such as computer, copy machine, and printer. Performs other related duties as directed. Assists patrons in use and location of public access catalogs and other library resources. Refers patrons as necessary to other departments or professional librarians. Attends professional development opportunities to stay current on skills, technology, and library trends. Performs other duties as required.

Knowledge, skills, and abilities: Must have a working knowledge of current library principles and practices. Ability to apply commonsense understanding and problem-solving to technical services tasks. Ability to prioritize tasks, maintain a workflow, and respond to inquiries in a timely manner. Ability to work both independently and collaboratively is required. Must be able to carry out instructions furnished in written, oral, and visual form and communicate clearly both verbally and in writing. Must be able to relate to patrons and to establish and maintain effective working relationships with library staff. A high attention to detail, curiosity, and the ability to learn about new technology are all essential.

Physical, mental exertion/environmental conditions: Performs duties in an office and open environment. Routinely and intermittently exposed to computer screen, and must take periodic breaks from screen. May be required to lift and move light to medium weights, for example, books, displays, equipment, office supplies, etc. Must be able to hear clearly (correctable to within normal limits) to record telephone information, and to see to complete applications and forms. May drive to out of library locations.

Minimum qualifications required: Associate's degree in Library Science and two years of practical experience in an educational institution, public library, or other public service job; or four years of an equivalent combination of experience and training. Working knowledge of computer applications and technical equipment applicable to library operations, including Microsoft Office.

Preferred experience: Experience in cataloging. Additional technical knowledge required may include: Library experience in cataloging different formats and knowledge of bibliographic standards (MARC, RDA, Dewey). Experience with materials processing techniques. Working knowledge of serial records. Working knowledge of MarcEdit and/or batch processing of bibliographic records. Working knowledge of book vendor systems and order records. Working knowledge of digital library collections. Experience with Sierra ILS system, RFID, and other library software and systems.

License or Certificate: Valid Driver's License.

Note: The above tasks and responsibilities are illustrative only. It is not meant to include every task or responsibility. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.