

TOWN OF AVON

Title: Library Technical Assistant (Full-time)

Department: Library

Revised: May 2024

POSITION SUMMARY: Provides varied technical library services in the cataloging, classification, and processing of print, audio/visual, digital, and other library materials. Coordinates volunteers. Assists library patrons in using library services 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, Pages and volunteers as assigned.

ESSENTIAL FUNCTIONS: 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 sites for records to use. Imports, exports, and edits bibliographic, item, and order records.

Maintains statistical information for monthly reports. Programs barcodes and RFID tags. Maintains and sets holds and circulation status on records to ensure items are routed through the system correctly. Prepares media and other non-print materials for circulation.

Consults with departmental librarians concerning cataloging and processing matters for the collection. Coordinates volunteer scheduling, training, and tasks related to receiving and processing new items and repairing and discarding existing items.

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 Discards outdated or damaged books and materials.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.

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 print materials for processing library materials. Performs backup or relief tasks in all functional areas of Library as necessary. Operates 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 Reference or Circulation.

Attends professional library conferences to remain abreast of changes in library matters.

Performs other duties as required.

PHYSICAL AND MENTAL REQUIREMENTS/ WORK ENVIRONMENT: 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 (up to

20 pounds), 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 (vision correctable) to complete applications and forms.

KNOWLEDGE, SKILLS AND ABILITIES: Working knowledge of computer applications and technical equipment applicable to library operations is needed, including Microsoft Word and Excel. Ability to apply commonsense understanding to carry out instructions furnished in written, oral or schedule form, and to deal with problems involving several concrete variables in or from standardized situations is necessary. Ability to work independently and collaboratively is required. Must be able to carry out instructions furnished in written, oral, and visual form. Must be able to relate to patrons and the ability to establish and maintain effective working relationships with library staff is essential.

MINIMUM QUALIFICATIONS: Associate's degree in library science and three years of experience in an educational institution, public library, or an equivalent combination of experience and training. Must have a working knowledge of current library principles and practices. Must understand library catalog settings affect circulation and holds. Must have a working knowledge of library cataloging and classification, and familiarity with the Dewey Decimal Classification System.

PREFERRED: Familiarity of OCLC, WorldShare Record Manager, Sierra ILS, RFID, MARC and RDA cataloging.

LICENSE(S) AND/OR CERTIFICATION: None.

Note: The above description is illustrative of tasks and responsibilities. It is not meant to be all inclusive of every task and responsibility. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

The Town of Avon is an Equal Opportunity/Affirmative Action employer.