



JOB DESCRIPTION

JOB TITLE: Library Technical Assistant	FLSA: Non – Exempt
Department Library	Date: 5/19/2015
Security Sensitive: Yes	Grade: A13
Reports To: Director of the Library and Learning Resources	

Job Summary

The Library Technical Assistant reports to the Director of the Library and Learning Resources and is responsible for assisting with the day to day technical and clerical operations of the Library and for providing basic services to users of the Library.

Essential Functions

- Transacts circulation functions such as checking material in and out, placing holds on material, shelving and re-shelving materials, and charging and collecting fines for overdue items;
- Generates standard reports in the areas of overdue material, collection maintenance and circulation;
- Assists library users in locating material in the collection through the use of the automated catalog and computerized database collections;
- Performs basic reference work using material in the collection and refers advanced questions to the Director or the Librarian for in-depth research.
- Assists students, as appropriate, in the Library’s computer lab;
- Assists in the processing of new material of all types in order to preserve the material and aid in its retrieval;
- Performs all secretarial duties required by the Supervisor to support the department and special projects;
- Assists with processing in-coming and out-going mail, including email;
- Plans daily to accomplish the assigned tasks along with routine jobs to meet established deadlines;
- Schedules meetings for committees or sub-committees called by the Supervisor, issues notices, agendas, and serves as the secretary for these committees;
- Keeps accurate records of monthly expenditures, account transfers, and account balances for each account;
- Exercises professionalism in use of correct grammar, work attendance habits and attire;
- Communicates an accurate image of the College as a means of informing students about opportunities at the College;
- 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 college hours and library experience;
- Basic knowledge of computers and application software;
- Student and customer oriented;
- Ability to get along with others and work in a collaborative environment;
- Experience in an academic library preferred;
- Knowledge of LC cataloging preferred;
- Knowledge of basic technical and public services preferred.

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? _____

Signature

Date