



Job Title	Library Technical Services Assistant
Department	Public Library
Employment Status	Part-Time
FLSA Status	Non-exempt

Scope of Work

Under the supervision of the Library Technical Services Supervisor, the Library Assistant supports with library materials cataloging and processing procedures.

Supervision

Received	Library Technical Services Supervisor
Exercised	None

Essential Job Functions

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function to satisfaction.

- Opens packages and matches invoices with package contents and original order, noting on bills and materials any special instructions (memorials, Trust Funds, department).
- Maintains materials' order files.
- Affixes bar codes to materials.
- Enters data into Minuteman Library Network database of library materials.
- Types labels for all formats of library materials.
- Processes all formats of library materials to get them ready for circulation to the public (covers, spine labels, etc.)
- Withdraws data from Minuteman Library Network database for discarded materials.
- May assist at circulation desk.
- May pack/unpack interlibrary loan containers.

Other Job Functions

- Performs related duties as assigned.
- Follow safe work practices.

Requirements of Work

High school graduate with one year of general experience in a library setting.

Knowledge, Ability, and Skill

In addition to the requirements of work, the individual should also have the following knowledge, ability, and skill:

Knowledge of	Working knowledge of library procedures. • Working knowledge of cataloging and processing procedures preferred.
Ability to	• Ability to adapt and apply new technologies as required. • Ability to perform detailed work accurately and with dispatch.
Skill In	• Excellent keyboard skills preferred.

Necessary Special Requirements

- None.

Physical Demands

- Sustained periods of standing.
- Regular use of computer keyboard requiring eye-hand coordination and finger dexterity.
- Substantial lifting of books and related library materials.
- Substantial pushing of full book trucks.

Pay Equity/Equal Opportunity/Americans with Disabilities Act Employer