



Job Title	Technical Services Assistant
Department	Library
Employment Status	Full-Time
Exempt/Nonexempt Status	Non-Exempt

Scope of Work

This position assists in cataloging and processing of library materials, organizing and ordering department supplies, utilizing computerized information and inventory systems, and provides daily guidance to staff and volunteers in book processing, mending activities, and receiving of ordered materials.

Supervision

Received	Technical Services Supervisor
Exercised	Assigns work to an employee or employees, without acting in a supervisory role.

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.

- Assists in cataloging of all Library materials, including AV and Library of Things materials.
- Performs data entry of received and cataloged books, AV materials, non-traditional materials, and on-order books into the regional network database. Completes forms identifying database errors and problems, for resolution by Minuteman Network staff. Prepares for shipment items to be cataloged at Central Site.
- Provides daily direction and reviews accuracy of technical processing work performed by part-time Technical Services staff and volunteers.
- Performs specialized repairs, mending, and processing.
- Performs technical processing on all Library materials.
- Compiles statistics regarding technical services activities, such as volunteer hours and material donations. Runs reports on collections under direction of Tech Services Supervisor.
- Interacts with book vendors under direction of Tech Services Supervisor, establishing priorities and resolving problems with received and on-order materials. Processes invoices for all materials received if Tech Services Supervisor is unable to do so. Coordinates processing of donated materials.
- Attends workshops related to processing and preservation of library materials and other technical services meetings and training sessions.
- Provide other assistance to Technical Services Supervisor as assigned.

- Maintains inventory list and orders supplies for Technical Services department.

Other Job Functions

- Perform related duties as assigned.

Requirements of Work

Duties require basic knowledge of library systems and technical skills in computerized systems equivalent to Associate's Degree and 2-3 years' experience in library operations with a focus on cataloging and technical processing.

Knowledge, Ability, and Skill

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

Knowledge of	<ul style="list-style-type: none"> • Working knowledge of library technical services functions, including basic cataloging and network automated library systems. MLN network experience a plus. • Knowledge of standard automated office procedures, practices, forms, and equipment. • General knowledge of standard library materials.
Ability to	<ul style="list-style-type: none"> • Ability to effectively and accurately perform detailed work. • Ability to communicate effectively to establish positive public relations for the department among all library staff and the Town; and to interact effectively with a wide variety of people. • Ability to be a team player. • Ability to work independently and prioritize multiple tasks. • Ability to maintain focus and productivity with multiple interruptions.
Skill in	<ul style="list-style-type: none"> • Interpersonal and customer service skills. • Adept skills in computers, including word processing and spreadsheet applications, particularly Google for business programs.

Necessary Special Requirements

- None.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Regular lifting of books and related library materials; frequent moving of heavy book carts.
- Extended periods of time on the computer, telephone, operating other office equipment, requiring eye-hand coordination and finger dexterity.
- Frequent standing, walking, bending, reaching, climbing stairs.

Pay Equity/Equal Opportunity/Americans with Disabilities Act Employer