

Job Description

Title: Library Assistant – ~~Technical Services~~ **Technology**

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POSITION OVERVIEW: Under the direction of the ~~Adult Services Librarian~~ **Reference & Technology Librarian**, the Library Assistant's primary responsibilities **are to assist the Senior Library Assistant of Technology and Programming in the maintenance of library equipment, technology programming, and the Project Lab (Makerspace), as well as completing various tasks in the area of technical services, including but not limited to acquiring and organizing library materials, processing these materials, entering and updating bibliographic data in the Library's automated system, and assist with digitizing the Library's rare historical collections.** This position also provides services to the public at all service desks throughout the library, and requires evening and weekend hours as part of the regular work schedule. All staff work in a collaborative environment with other staff to complete daily tasks, conduct programs, and coordinate outreach.

GENERAL RESPONSIBILITIES AND DUTIES OF A LIBRARY ASSISTANT:

- Receive oral or written instruction from ~~Adult Services Librarian~~ **Reference & Technology Librarian**, and/or Library Director.
- Examine and become familiar with the contents and use of all new resources in any format that are added to the library collections.
- Work with all age groups to support patrons in their search for information, leisure reading, and the use of computers and digital devices.
- Plan and lead programs for all ages.
- Assist patrons with access to the Local History Room collections. Retrieve and supervise the proper use of historical and fragile materials
- Make recommendations to Librarians for additions to library collections.
- Assist with maintaining other aspects of the library's collections as needed.
- Keep accurate records of statistics and queries.
- ~~Supervise and/or place orders, receive shipments, and check in all print materials acquired.~~
- Perform additional duties as assigned.

TECHNICAL SERVICES **TECHNOLOGY** RESPONSIBILITIES OF A LIBRARY ASSISTANT:

- Perform tasks related to library ~~technical services, including processing of materials added and withdrawn for all collections.~~ **technology, equipment, training, and programming.**
- **Provide training to staff and patrons on use of Project Lab equipment and materials.**
- ~~Assist Adult Services and Teen Librarians with digitization projects.~~
- Assist ~~Adult Services~~ **Reference & Technology Librarian** and **Senior Library Assistant of Technology and Programming** ~~Teen Librarians~~ with all assigned technology projects, including but not limited to digitization and RFID.

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- ~~Maintain continuity and standards with processing materials.~~ **Provide cataloging assistance as directed by the Reference & Technology Librarian.**
- ~~Enter and update in automated databases materials added to the collection.~~
- Work with ~~materials~~ vendors and publishers to procure and return materials.
- Maintain statistics as directed by the Reference & Technology Librarian, and/or Library Director ~~for collection inventory and other technical services activities and report these to the Library Director.~~
- Assist with Interlibrary Loan duties as needed.
- ~~Assist the Adult Services Librarian with digitizing parts of local history collections~~
- ~~Under the supervision of the Adult Services Librarian assist patrons with family and local history research~~

ADDITIONAL RESPONSIBILITIES:

- Attend meetings and workshops as appropriate.
- Perform related duties as required.

SUPERVISION RECEIVED

- Receive direct supervision from the ~~Adult Services Librarian~~ **Reference & Technology Librarian** and additional supervision from Librarian staff with general supervision from the Library Director.

SUPERVISION EXERCISED:

- Under the direction of the ~~Adult Services Librarian~~ **Reference & Technology Librarian** and Director, and in the absence of full time staff, may on occasion supervise staff and volunteers.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- Understand both traditional and MARC cataloging formats, Dewey classification, and library processes.
- Understand current trends and development in the field of digital services, technology and online tools.
- Keep accurate records, understand and follow directions.
- Strong oral and written communication skills.
- Communicate courteously, enthusiastically, and effectively with the public and with other staff members.
- Solid general educational background and problem-solving abilities.
- Ability to represent the library at outside meetings.
- Ability to work both collaboratively and independently.
- **Knowledge of and understanding of programming and programming language.**

MINIMUM QUALIFICATIONS:

Bachelor's degree required with experience in public library technical services preferred. Familiarity with automated integrated library systems.

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PHYSICAL REQUIREMENTS:

Work in a library environment; sustained posture in a standing or seated position for prolonged periods of time; perform lifting, crouching, and pushing; travel to other locations.

ACCOMODATIONS:

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this position.