

Job Description

Title: Library Assistant – Technology

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POSITION OVERVIEW: Under the direction of the 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 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 the 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.
- Perform additional duties as assigned.

TECHNOLOGY RESPONSIBILITIES OF A LIBRARY ASSISTANT:

- Perform tasks related to library technology, equipment, training, and programming.
- Provide training to staff and patrons on use of Project Lab equipment and materials.
- Assist Reference & Technology Librarian and Senior Library Assistant of Technology and Programming with all assigned technology projects, including but not limited to digitization and RFID.
- Provide cataloging assistance as directed by the Reference & Technology Librarian.
- Work with vendors to procure and return materials.
- Maintain statistics as directed by the Reference & Technology Library, and/or Library Director Assist with Interlibrary Loan duties as needed.

ADDITIONAL RESPONSIBILITIES:

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

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SUPERVISION RECEIVED

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

SUPERVISION EXERCISED:

- Under the direction of the 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.

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.