

## PULASKI COUNTY LIBRARY SYSTEM

**Job Title:** Technical Services Assistant

**Department:** Library Support Services: Technical Services

**Reports To:** Technology Coordinator/Library Director

**Supervision Exercised:** None

**Supervision Received:** Minimal instruction and supervision after orientation and probationary period. Under the general supervision of the Technology Coordinator & Library Director.

**Classification (FLSA):** Non-exempt: Part-time 25 hours/week

**Category:** Paraprofessional: Support: Clerical

**JOB SUMMARY:** The Technical Services Assistant performs duties dealing with the acquisition, cataloging, and processing of all library system materials according to prescribed/standard methods. Some evening and Saturday work may be required.

**JOB REQUIREMENTS:** A two-year associate's degree from an accredited college or the equivalent of one year of experience working in data input. Library experience and a four-year college degree are preferred. Possess good oral and written communication, computer skills, and basic math and clerical skills. This position is detail oriented and self-directed. Must be able to pass a drug test and background check.

**PHYSICAL REQUIREMENTS:** Frequent bending, stooping, standing, walking, reaching and carrying items weighing up to 50 pounds. This position also requires constant use of a computer and of the visual and auditory senses.

## **JOB DUTIES AND PERFORMANCE STANDARDS**

- I. Acquisitions: Assist with acquisition of items for the libraries' collections.***
  - Coordinate & place online book orders with Director and Acquisitions/Bookkeeper.
  - Coordinate with Library Acquisitions/Bookkeeper to check-in ordered books received.
  
- II. Cataloging and Processing: Catalog and process library materials.***
  - Perform copy cataloging by importing MARC records from OCLC, vendors or other libraries' OPACs, use Dewey Decimal Classification System, and Sears Subject Headings.
  - Edit imported records for accuracy.
  - Check authors, titles, series, and subjects against current authority files.
  - Conduct basic bibliographic checking with library's materials catalog.
  - Process items by assigning barcodes, spine labels and other identifiers.
  - Search a variety of online databases periodically for cataloging information as copy cataloging resources and keep abreast of what databases are available.
  - Take responsibility for keeping up-to-date on cataloging rules and practices such as RDA (Resource Description and Access)
  - Supervises volunteers or other staff assigned to technology services.
  
- III. Collection Development and Maintenance: Assist with collection development.***
  - Perform catalog database maintenance by updating and making changes as needed for withdrawals and changes of materials' classifications or location of materials.
  - Assist in inventory and weeding of library materials.
  
- IV. Public Services: Provide support for Public Services area as needed.***
  - Provide service at the circulation desk as needed
  
- V. Professionalism and Confidentiality: Adhere to all library policies and standards of conduct.***
  - Maintain confidentiality with all patron and staff transactions and activities.
  - Understand and consistently implement all library policies and standards.
  - Share knowledge and assist other staff with day to day activities to promote effective teamwork to accomplish the goals of the library.
  
- VI. Training and Job Development: Responsible for continuing personal development and building knowledge of library skills and resources.***
  - Develop and set own personal goals for acquiring new skills and job growth.
  - Participate in offered conferences, workshops, training, and other opportunities for educational growth.
  - Participate in staff meetings to discuss and resolve problems, discuss ideas for improvement, and keep updated on library plans and activities.

I have read, understand and accept the duties, standards and expectations required of this position. I hereby affirm my good faith compliance with all library policies and procedures.

Employee: \_\_\_\_\_

Date: \_\_\_\_\_

**Note: This job description is not intended to be all –inclusive. An employee will also perform other reasonably related job responsibilities as assigned by management as required. The Pulaski County Library System reserves the right to revise or change job duties as the need arises. Moreover, management reserves the right to change job descriptions, job duties or working schedules based on their duty to accommodate individuals with disabilities. The job description does not constitute a written or implied contract of employment.**

Approved: August 27, 2013