

## LIBRARY TECHNICAL ASSISTANT

### JOB DESCRIPTION

**Classification Responsibilities:** A Library Technical Assistant performs a variety of specialized, skilled clerical and/or routine paraprofessional support activities involving: cataloging, ordering, and processing of library materials in Library Technical Services. This class may supervise Library Processing Aides and /or volunteers. Employees of this class will be responsible for performing any of the assignments (example: cataloging, ordering, or receiving assignments) at any time. This class performs related duties as required.

**Cataloging Assignment:** preparing records for library materials including searching for or creating records in a computer database; deleting records for discarded materials; reclassifying materials as needed; and maintaining the bibliographic databases by transferring books and other library materials to the on-line catalog.

**Ordering Assignment:** ordering library materials from vendors; selecting purchase order numbers and correct account number and funding; transmitting and printing order forms; producing selection lists; ordering direct from a publisher or vendor; researching where to order materials; investigating invoice and order discrepancies; checking in periodicals through computer entry and verification of monographs, periodicals, and serials journaling fund accounting for invoices; maintaining current and accurate bibliographic and receipt records on subscriptions, continuations, and series; and deleting records for discarded materials.

**Receiving Assignment:** receiving and distributing incoming shipments of books and related book materials and processing vendor invoices for library materials; communicating with publishers, suppliers and the City's Financial Services Department to reconcile problems with shipments, charges, prepayments and invoice inconsistencies; producing/processing automated payment forms (purchase order, delivery order, requisition, etc.) to get vendors paid; and producing status reports and logs to document and explain problems with shipments, invoices, or payments.

**Distinguishing Features:** Assignments are performed according to established policies and procedures, but work is accomplished independently and requires judgment in the disposition of routine matters. This class is distinguished from the Library Assistant class by the more complex nature of the work performed. Supervision is received from a Librarian who reviews work through meetings, conferences, and results achieved. This class is FLSA nonexempt.

### QUALIFICATIONS

**Employee Values:** All employees of the City of Mesa are expected to uphold and exhibit the City's shared employee values of Knowledge, Respect, and Integrity.

**Minimum Qualifications Required.** Any combination of training, education, or experience equivalent to a Library Technician certificate or two years of college-level work in liberal arts, library science, or related field. Good (1 - 3 years) library experience.

**Special Requirements.** None.

**Substance Abuse Testing.** None.

**Preferred/Desirable Qualifications.** Clerical work experience in a library technical service environment is preferred. Experience with personal computer (PC) applications, data entry, and 3-5 years of experience in clerical accounting and/or bookkeeping (receiving assignment) is highly desirable. Bilingual skills: ability to speak, translate, and write English and Spanish is highly desirable.

## **ESSENTIAL FUNCTIONS**

One position may not include all of the essential functions, knowledge and abilities listed, nor do the listed examples include all the knowledge and abilities which may be found in positions of this classification.

**Communication:** Communicates with publishers, suppliers, vendors, and the City's Financial Services Department to reconcile problems with subscriptions, shipments, charges, prepayments, payments, invoice inconsistencies, non-receipts, and interruptions in service and book orders. Produces letters, status reports, payment forms, procedures, manuals, vendor files and logs to document, explain and solve problems with publishers and/or vendors about shipments, invoices, payments, acquire library materials and City policy. Communicates with library staff and/or volunteers to give instructions, explain policies and procedures, verify bindery orders, and order supplies. Communicates with Resource Development Coordinators and other staff regarding problems.

Instructs others in processing library materials and library policies and procedures.

**Manual/Physical:** Checks in and routes periodicals (200+/day), and maintains records of orders and receipts. Shelves books being processed at elevated and lower levels. Operates a variety of standard office equipment such as: a computer terminal (On-Line Computer Library Center [OCLC], or LIBRIS), ten-key calculator, telephone, facsimile machine, printer, and modem to maintain, control, and acquire library materials; searches library holdings; writes correspondence; and keeps statistics. Operates a personal computer (PC) to create correspondence, maintain vendors, expenditures, blanket order files, log statistics, and to complete on-line invoicing and fund accounting. Enters orders for books and materials into a PC to record, control, and search the library catalog, and communicate electronically with vendors and publishers. Inspects and monitors books, serials, pre-order information, statements, invoices, and fund accounting to verify and match receipts of books with invoices, reconcile payments, and apply credits. Inspects and monitors documentation related to payment transactions to ensure compliance with City policies and procedures. Performs repetitive keying for data entry. Moves boxes of books, containers of supplies, and boxes of paper and toner (weighing up to 40+ pounds) in order to perform as backup for the Library receiving function. Monitors on-line systems to maintain integrity of database and budget. Maintains expenditure files for library media invoices. Distributes mail, boxes, etc., to appropriate Library locations. Transfers books from one location to another within the library system. Prepares materials for return to suppliers. Establishes records for the temporary book collections. Inputs bar code information into the library system. Deletes library materials and cancels holdings from OCLC of withdrawn library materials. Prints spine labels and attaches to books

added to the library collection. Sorts books and supplies to verify orders are complete and books are distributed. Boxes or bundles books to send to library branches, museum library, and other areas. Retrieves books from narrow, compact, and elevated book stacks. Operates a PC and the OCLC computer terminals. Prepares books and other library materials for collection. Performs book processing duties such as: book jacketing, leveling, bar coding, and pocket pasting. Checks the condition of all books, and evaluates and repairs damaged materials by: repairing and replacing spine labels; tipping pages in books; and replacing book jackets, pockets, security devices, and bar codes. Operates and maintains pasting machinery. Monitors supplies for ordering. Moves library materials, boxes (weighing up to 30 pounds), and book trucks (weighing up to 130 pounds) to distribute books for processing. Uses a hydraulic lift, pallet jack, hand truck, and book truck to move boxes of books and other library supplies (weighing up to 70 pounds per box or pallet of boxes weighing up to 4,000 pounds), in order to transport books into Technical Services, moves branch transfers into the Branch Development Room for processing, and bindery shipments to cataloging for verification, as well as transporting all other incoming shipments. Detects audible backup warning devices to assist drivers on the loading dock, and to operate hydraulic lift. Works with cleaning fluids and agents (example: Dissolve-It, Release Cote, Book Cleaner) to clean books and prepare pasting machine for use. Works in small cramped areas to store and verify shipments of media. Requires bending and lifting items from a 2.5' (D) x 9.5' (L) x 3' (H) mail bin. Meets scheduling and attendance requirements.

**Mental:** Comprehends and makes inferences from daily periodicals, book requests, and bibliographic information in order to acquire and control library materials. Determines high priority orders and receipts in order to get high demand books and serials for public services. Reviews fund accounting and periodical check-in to maintain integrity of databases. Learns job-related material through on-the-job training and in a classroom setting regarding City policies and procedures. Learns job-related material in a classroom setting regarding use of computer software. Analyzes subscriptions experience, publisher and supplier service, and serials control system to make recommendations to management regarding: work flow, efficiency, service improvements, statistics, and periodic status reports to supervisor. Verifies the bibliographic accuracy of records, including making necessary corrections and adding data to copies (i.e., price, call number, location, etc.). Reviews existing records to ensure added books are not processed as original titles, and revises format as required. Coordinates the work of part-time staff, volunteers, Summer Youth Employment Program (SYEP) students, and temporary workers, including scheduling, assigning, monitoring, and reviewing work in progress and upon completion. Learns the City purchasing policies and procedures, automated acquisitions fund accounting system, and library book budget allocations. Reviews publisher and vendor invoices for correct payment requests. Verifies invoices for accuracy, corrects shipments, credits fund accounting in order to reconcile invoices and shipments, solves problems, and prepares vendor payments. Determines high priority receipts in order to provide high demand books to public services, and ensures invoices are paid on time. Analyzes vendor service and payment experience, reconciliation of statements, and procedures to make recommendations to management regarding work flow, efficiency, service improvements, cost effectiveness, statistics, makes status reports for a supervisor, maintains a procedures manual, and prioritizes daily workflow.

**Knowledge and Abilities:**

Knowledge of:

standard library procedures, policies, and materials;  
principles of computerized recordkeeping;  
PC software applications and Windows environment;  
periodicals, serials, updating services, and local documents;  
basic bibliographic principles/rules including differences between monographs and serials, specific standing and blanket orders, and publisher series;  
Library of Congress subject headings, Dewey Decimal System, books and authors, and basic cataloging;  
procedures used to retrieve cataloging data from the OCLC database;  
basic supervisory and training practices;  
library system's method of circulation and collection control;  
general business accounts payable practices and procedures;  
clerical accounting, records maintenance, and bookkeeping principles and practices;  
basic receiving and distribution methods; and  
proper methods of lifting and moving heavy boxes and pallets.

Ability to:

work accurately with detailed information;  
accurately count, record, and balance assigned transactions;  
make simple arithmetic calculations and balance and reconcile statements;  
quickly recall very specific information;  
coordinate vendor assignment and fund allocations Book Ordering;  
interpret and understand the bibliographic and cataloging records of monographs, serials, and periodicals;  
understand library book budget allocations and codes for Book Ordering;  
understand and follow City and department purchasing and finance policies and procedures;  
organize work, employ self motivation, and manage multiple priorities; and  
communicate clearly and precisely, both verbally and in writing;  
lift and move heavy boxes and pallets; and  
establish and maintain effective working relationships with other employees, vendors and suppliers.

The duties listed above are intended only as general illustrations of the various types of work that may be performed. Specific statements of duties not included does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Job descriptions are subject to change by the City as the needs of the City and requirements of the job change.

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JOB FCTN-GEN

INCREMENTS 62-200

PAY GRADE: 40

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