

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. Cataloging duties may include: 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 duties may include: 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; and journaling fund accounting for invoices. Processing duties may include: checking in periodicals through computer entry and verification of monographs, periodicals, and serials; maintaining current and accurate bibliographic and receipt records on subscriptions, continuations, and series; investigating and resolving discrepancies of materials ordered; and deleting records for discarded materials. This class may supervise Library Processing Aides and volunteers. Employees of this class may perform any combination of cataloging, ordering, or processing duties as assigned. This class performs related duties as required.

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 Clerk class by the more complex nature of the work performed. Supervision is received from a Supervisory Librarian who reviews work through meetings, conferences, and results achieved. This class is FLSA nonexempt.

QUALIFICATIONS

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 and data entry 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 and vendors to reconcile problems with subscriptions, payments, non-receipts, and interruptions in service and book orders. Produces letters, status reports, procedures, and logs to document and solve problems with publishers and/or vendors and acquire library materials. Communicates with library staff and volunteers to give instructions, explain policies and procedures, verify bindery orders, and order supplies. Instructs others in processing library materials and library policies and procedures. Communicates with library staff and volunteers to give instructions and explain 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. Enters orders for books and materials into a PC to record, control, and search the library catalog, and communicate electronically with vendors and publishers. 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. Transfers books from one location to another within the library system. 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. Moves boxes (weighing up to 30 pounds) and book trucks (weighing up to 130 pounds) to distribute books for processing. 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). Operates a PC and OCLC computer terminal. Works with cleaning fluids and agents (i.e., Dissolve-It, Release Cote, Book Cleaner) to clean books and prepare pasting machine for use.

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 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.

Knowledge and Abilities:

Knowledge of:

standard library procedures, policies, and materials;
principles of computerized recordkeeping;
PC applications and Windows environment;
periodicals, serials, updating services, and local documents;
basic bibliographic principles;
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; and
library system's method of circulation and collection control.

Ability to:

quickly recall very specific information;
establish and maintain effective working relationships with other employees;
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;
organize work, employ self motivation, and manage multiple priorities; and
communicate clearly and precisely, both verbally and in writing.

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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PAY GRADE: 40

EEO-A/S

NDOT SAFETY-No

SECURITY-No

NDOT RANDOM-No

DOT SAFETY-No

CDL-No

RESP-No

IND-9101

JOB FCTN-GEN

SWORN-No

INCREMENTS 62-200