

Nevins Library Job Description

Job Title

Library Assistant, Technical Services

Position Overview:

This position will be primarily dedicated to providing technical services for the library. Including but not limited to: cataloging and processing materials, monitoring workflow and working with other library departments to ensure the expeditious flow of new and existing materials on to the library shelves for the public. This position reports to the Head of the Technical Services Department.

Desirable Characteristics

- Understands and respects people of all abilities, ages, cultures, and backgrounds
- Maintains accuracy while executing repetitive tasks
- Is comfortable working with computers and learning new technology
- Is detail-oriented and prioritizes tasks when dealing with a high volume of materials
- Possesses a flexible, strong work ethic
- Learns new skills, adopts new technologies and practices related to their position
- Works independently to complete tasks as directed and can work in a team environment, not only within the technical services department but with other departments in the library

General Duties

- Convey and carry out our Library's Mission and Vision Statements, Objectives, Customer Service Goals and Library policies, including Emergency Manual Guidelines
- Maintain awareness of the library environment to include but not limited to: proactively monitoring activity in the department for safety, possible issues, or opportunities for improvement
- Perform the routine procedures needed to open and close the department
- Receive new materials into the library to include but not limited to: opening boxes, updating order sheets, managing packing slips and moving materials to the appropriate departmental processing shelves
- Notify the Business Manager of accuracy of orders (including any disputes, duplicate, missing or damaged items)
- Attach new items to existing records in the ILS and process as appropriate
- Create brief MARC records for Nevins specific materials, including but not limited to: kits, local history, library of things and work with MVLC to ensure accuracy of these newly created records
- Liaison between MVLC cataloging department and Nevins staff for processing materials and modifying rules in the ILS
- Works toward maintaining accuracy of local items in the catalog
- Monitor stock and supply of cataloging materials
- Attend department meetings, library staff meetings, and appropriate MVLC meetings
- Attend training as required to develop and enhance skills
- Maintain and report individual time sheets and time off requests to departmental supervisor at the end of the bi-weekly pay period
- Be able to perform all duties of a Technical Services Library Aide
- Perform other duties as designated or assigned by the departmental supervisor, which may be attached to this job description

Equipment/Technical Skills

- Possesses general knowledge and ability to operate office equipment such as photocopiers/printers and telephone system
- Possesses general knowledge and ability to operate computers, including the ability to navigate general computer software (Microsoft Office, Google Docs) and the internet
- Possesses knowledge of or familiarity with navigating library catalogs online, library ILS

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the position's essential functions.

- **Manual Dexterity:** Duties may involve assignments requiring application of hand and eye coordination with finger dexterity and motor coordination. Examples may include keyboard input, turning book pages, passing out paper library materials, and retrieving library materials.
- **Visual/Auditory:** Vision requirements include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.
- **Language Skills:** Language requirements include the ability to read and interpret documents, such as library correspondence, and the ability to speak and communicate effectively with staff.
- **Physical Activity:** The work requires some agility and physical strength (such as lifting library books) and may require lifting up to 40 lbs., and pushing and pulling heavy objects (such as library book carts up to 200 lbs.). The employee may be required to remain in a stationary position (sitting or standing) for long periods of time, and can position oneself to retrieve library materials on high and low library shelves (may include – stooping, bending, kneeling).

NOTE: *This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer, as the needs to the employer and requirements of the job change.*

The Nevins Library is an equal opportunity employer, committed to creating a diverse and inclusive company culture, and our team does not discriminate against candidates and employees because of their disability, sex, race, gender identity, sexual orientation, religion, national origin, age, veteran status, or any other protected status under the law.

