

LIBRARY TECHNICAL ASSISTANT I - GR-5

BASIC FUNCTION

To operate all facets of automated library system, provide back-up service to the library media office, and to generate all library reports.

CHARACTERISTIC DUTIES & RESPONSIBILITIES

- Supervise students and other library patrons, enforcing established library rules and guidelines for proper conduct in order to maintain a quiet atmosphere, and initiating disciplinary action as necessary.
- Supervise and assist students in the computer lab. Troubleshoot basic hardware problems, network connections, and communicating with the technology staff to facilitate quick resolution of computer related problems.
- Vertical file responsibility
- Select, catalog, organize, maintain, and monitor use of videotape, audio tape and library media software and hardware.
- Provide back-up support to the library media office including, but not limited to: Checking in/out cameras and other library media equipment to students and staff; supervising and assisting students; answering phones; compiling data for reports; cataloging and inventorying equipment; performing routine record keeping tasks; placing outgoing calls; and the like.
- Provide clerical and basic technical support to the general cataloging function, and/or to the maintenance of special collections, such as periodicals, vertical files
- Assist or back-up senior staff in providing basic library instructional and reference services to students, referring unusual problems or requests to senior staff member. Maintain reference index tables, shelve and reorder reference materials.
- Staff the circulation desk: charge out books and reserve materials; process returned materials and follow-up on related problems; place materials on reserve; provide students with a variety of basic information concerning library services and procedures; instruct and assist in use of photocopier and microfilm/microfiche equipment; maintain manual and computerized circulation records; prepare overdue notices and bills for overdue and lost books; maintain related records and files.
- Shelve books, put away periodicals and newspapers.
- Perform a variety of clerical tasks associated with computerized library information systems: bar code and print patron cards; bar code books, perform various data entry task; produce reports.
- Perform a variety of basic clerical tasks associated with acquisitions processing; prepare orders; check in books, and materials, matching invoices and orders; perform basic bookkeeping and filing tasks related to acquisitions.
- Perform clerical tasks for technical services operations, such as computer entry, book pockets, and spine labels; covering and stamping books; repairing damaged books, and the like.
- Assist in inventories of library collections, and perform similar clerical and technical support tasks for the library media office.
- Train and supervise student aides and assist in evaluating their work.
- Implement and supervise student aide program.
- Other related duties as assigned.

SUPERVISION RECEIVED

Direct to moderate supervision is received from the Library Director.

MINIMUM QUALIFICATIONS

Two years of college, or a combination of education and experience from which comparable knowledge and skills are acquired.

- Good reading, spelling and basic math skills.
- Good general typing and office/clerical skills; data entry skills helpful.
- Familiarity with library organization and computerized catalog systems.
- Ability to deal courteously and efficiently with student and staff library patrons, with ability to exercise sound discretion and act in an authoritative manner in enforcing library rules for proper conducts.
- Knowledgeable of computerized catalog and on-line procedures and CD-Rom technology knowledge are necessary.

This general outline illustrates the type of work, which characterizes the Job Classification. It is not an all-encompassing statement of the specific duties, responsibilities and qualifications of individual positions assigned to the classification.