

Washington West Supervisory Union Job Description

JOB TITLE: Library Technical Assistant

FLSA STATUS: Non-Exempt

UPDATED: FY 2014

POSITION OBJECTIVES: To oversee, coordinate and carry out a full range of paraprofessional/technical support tasks related to one or more primary library functions.

ESSENTIAL DUTIES AND RESPONSIBILITIES: include the following. Other duties may be assigned.

- Plan, supervise, coordinate, and monitor the daily operations of assigned instructional and technical functions. Play a key role in assessing and planning library-operating policies and procedures related to assigned functions.
- Provide a wide range of library instructional and reference services to students and faculty, referring unusual problems or requests to the head librarian and/or library media specialist:
 - teach library orientation classes; instruct classes in research methods; instruct and assist individual students in use of Reader's Guide, card catalog, and other resources;
 - teach computer skills to individuals and groups;
 - provide technical advice and assistance to teachers in planning class, library research projects and assignments;
 - assist, instructs and encourage students and teachers in using library materials and equipment;
 - develop and update bibliographies;
 - provide reading guidance to students and faculty;
 - assist individual students and faculty with reference questions and research projects;
 - keep faculty apprised of new materials; keep abreast of curriculum offerings and faculty needs;
 - promote reading and encourage use of the library.
- Catalog library materials, including books, records, tapes, slides, films, microfiche, and government documents: review computerized bibliographic records, making modifications as necessary for local library standards; perform original or adaptive cataloging as necessary where no information is available, and input into computer files. Research and resolve various cataloging problems, referring difficult or unusual situations to the head librarian and/or library media specialist.
- Assist the head librarian and/or library media specialist with collection development: read current library journals and use other methods to select new materials; evaluate new materials upon arrival; purge collection of out dated materials as appropriate.
- Assist head librarian and/or library media specialist in coordinating, supervising and carrying out other core library operations including circulation, periodicals and acquisitions.
- Assist head librarian and/or library media specialist in general library planning and development efforts.
- 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.
- Carry out a variety of special projects, such as compiling information of reports, converting to new operating systems, and the like.

- Assist in inventories of library collections, and perform similar technical support tasks associated with library operations.
- Other related duties as assigned.

SUPERVISION RECEIVED: Minimal supervision is received from the Head Librarian and/or Library Media Specialist.

SUPERVISORY RESPONSIBILITIES: No formal supervisory duties.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily, in addition to the following:

- Bachelor’s degree plus two to four years of relevant experience, or a minimum of two years of higher education with a combination of experience from which comparable knowledge and skills are acquired.
- Excellent overall understanding of library organization and systems, with a broad base of technical knowledge and skills in cataloging and classifying of books and media. Relevant training/experience in use of computerized library information systems.
- Strong skills in library instruction and reference assistance.
- Strong reading, writing, math, and analytical/problem-solving skills.
- Good basic administrative, organizational and supervisory skills.

PHYSICAL EFFORT AND STRESS: While performing the duties of this job, the employee is regularly required to stand; walk; sit; use hands to finger, handle, or feel; climb or balance; and talk or hear. The employee is frequently required to reach with hands and arms; stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. Ability to effectively handle stressful situations and resolve conflicts.

WORKING CONDITIONS: While performing the duties of this job, the employee is occasionally exposed to outside weather conditions; wet and/or humid conditions; moving mechanical parts; high, precarious places. The noise level in the work environment is usually moderate.

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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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.