

Farmington Libraries

Job Description

Date: November 2024

Job Title: Technical Services Assistant

Department: Lending Services

FLSA: Non-Exempt

Reports to: Director of Lending Services

Supervises: N/A

SUMMARY OF RESPONSIBILITY:

Provides varied technical library services in the cataloging, classification, and processing of print, audio/visual, digital, and other library materials. Coordinates processing tasks and schedules. Assists as needed at the circulation desk. Works one evening shift and every third Saturday as part of the library's weekend rotation.

Essential Functions:

- Order, receive and process new collection materials including books, documents, periodicals, audio/visual formats, electronic resources, and other materials through copy cataloging in MARC format and applying local collection standards.
- Perform original cataloging of local use records as necessary.
- Import, export, and edit bibliographic, item, and order records and prepare materials for circulation or withdrawal.
- Consult with departmental librarians concerning cataloging and processing matters for the collection.
- Prepare and maintain workflow documentation and monthly statistical reports.
- Make minor repairs to books and materials when possible.
- May coordinate staff/volunteer schedule, training, and tasks related to receiving and processing new items and repairing and discarding existing items.
- Work at the circulation desk up to eleven hours/week.

The duties listed above are intended only as illustrative of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar or a logical assignment to the position.

QUALIFICATIONS AND COMPETENCIES:

- Associate's degree in library science or other related subject, or equivalent work experience.
- Minimum three years of practical experience in an educational institution, public library, or an equivalent combination of experience and training.
- Must have a working knowledge of current library principles and practices.
- Must understand how library catalog settings affect circulation, holds, and the patron experience.
- Must have a working knowledge of library cataloging and classification, and familiarity with the Dewey Decimal Classification System.
- Ability to operate cash registers, and other business machinery is required.
- Ability to handle money responsibly is required.

- Ability to learn new technologies and tools.
- Solid communication skills, both orally and in written form.
- Ability to provide welcoming and effective customer service.
- Ability to establish and maintain effective working relationships with individuals and groups, both professional and non-professional, co-workers, management personnel, patrons, the public and others.
- Ability to work independently in a fast-paced environment and juggle multiple priorities.

Preferred:

- Familiarity of Sierra ILS, RFID, MARC and RDA cataloging. Experience cataloging children's materials.

Mental and physical requirements:

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

- Must be able to perform continuous bending, twisting, stooping, reaching and lifting of moderate to heavy weight material up to 25 lbs. and have the ability to push book trucks with up to 150 lbs. of materials.
- Must be able to walk, sit and stand for extended periods during the shift.
- Vision abilities required by the job include close vision, distance vision, peripheral vision, depth perception and the ability to adjust focus.
- Ability to keep his/her composure with the public and co-workers in everyday, stressful situations.