

Level II - LIBRARY TECHNICAL ASSISTANT

***Note: this document is a sample of the type of work a mid-level library worker might do. It is not intended to be comprehensive, nor is it a legal document of any kind. It does not specifically represent any union, state, or local job description.**

Definition: Under general supervision performs a variety of paraprofessional library duties which involve specialized knowledge and skills in one or more library functional areas and in the services, practices, procedures, terminology, and general classification scheme of library collections; does other related duties as required.

Suggested Minimum Education: Two (2) years of experience demonstrating practical knowledge of library functions, services, terminology, techniques, procedures, and standard tools or comparable experience, OR Library Technical Assistant certificate or equivalent, OR two (2) years of college.

Examples of Work May Include:

- Coordinates activities of a library unit or section such as circulation desk, serials, shelving of library materials, microfilm section, book processing section, or interlibrary loan section
- Follows established policies and procedures with responsibility for revision work methods or processes to increase efficiency
- Issues assignments and trains subordinate personnel assigned to such units
- Processes interlibrary loan requisitions for library material between area/branch libraries and the main library ensuring that material requested is in accord with requisition systems, policies and procedures
- Conducts programs for which objectives and general procedures have been established or outlined such as story hours, preschool programs, and programs for senior citizens, convalescents, ethnic groups, and school students
- Determines and prepares content and arrangement of library material for displays, exhibits, and special library programs
- Assists with examination of collections of books, films, periodicals, and so forth to weed material for purpose of discarding due to obsolescence
- Computes and collects fines, makes change, and inspects books for damage
- Compiles numerical reports on circulations, accessions, or other aspects of library operations using basic arithmetic
- Uses library online catalog system and its related components for much of the work performed (circulation, copy cataloging, acquisitions, serials, etc.)
- Assists with special programming for adults and children
- Assists with collection development
- Provides homework and reader's advisory services for young patrons
- Provides training and supervision of library assistants, clerks, pages and volunteers
- Locates materials and information for patrons
- Performs routine copy cataloging
- Provides services and programs to homebound, disabled, or other underserved user populations
- Searches databases (OCLC, etc.) using ISBN, ISSN, and citation numbers and determines the best sources for ILL materials
- Initiates and complete ILL transactions using an ILL system (such as ILLIAD)
- Checks in serials and updates online system to reflect serials holdings, locations, etc.
- Handles serials claiming and resolve issues with serial vendors as needed
- Maintains an online bindery system and coordinate bindery shipments.
- Provides basic book repair services

- Enters data into software programs

Knowledge and Abilities:

- Knowledge of basic local library policies and procedures
- Knowledge of library mission and patron base
- Knowledge of departments and services of the library, also library personnel and hierarchy
- Knowledge of library's participation in consortiums, networks, or other resource-sharing organizations
- Ability to collect and compile statistics
- Ability to prioritize and organize tasks
- Ability to understand and demonstrate customer service philosophy
- Knowledge of general library terminology
- Ability to work effectively in groups, and establish and maintain working relationships with users and staff
- Ability to work well independently and be goal-oriented
- Displays good communication skills, and interacts well with all kinds of people, using English both verbally and in writing
- Ability to recognize, encourage, and appreciate diversity and individuality in both patrons and staff
- Knowledge of library classification system with the ability to do shelving and shelf reading
- Ability to pay attention to detail
- Ability to introduce users to all library services
- Ability to use the entire library collection to satisfy user requests
- Knowledge of library's circulation system and public access catalog
- Knowledge of fine and fee policies, and cash and security procedures
- Familiarity with interlibrary loan procedures and policies
- Knowledge of and ability to operate equipment and do minor repairs
- Knowledge of Internet and database searching techniques
- Knowledge of cataloging utilities (OCLC, Library of Congress, etc.)
- Familiarity with MARC format, cataloging rules, subject headings, and classification schemes
- Knowledge of appropriate methods and techniques for materials processing, storage and preservation