

## Technical Services Associate

Last updated: December 2024

Department:	Reports to:	Pay Grade:
Technical Services	Technical Services/IT Manager	5
Schedule:	Supervises:	Classification:
37.5 hours per week. Typically daytime hours Monday through Friday	N/A	Full-Time Non-Exempt

### Requirements for All Employees:

- Ability to communicate clearly and effectively.
- Ability to work pleasantly and effectively with the public and staff.
- Assist in promoting a safe working environment.
- Be familiar with library policies and procedures and be able to make decisions in accordance with them.
- Observe opening and closing procedures as required.
- Provide a welcoming and inclusive environment for patrons and staff.

### Qualifications:

- Associate's degree, LTA certificate/certification, or equivalent in experience.
- Library experience preferred.
- Demonstrates a high level of attention to detail.

### Knowledge, Skills, and Abilities:

- Ability to complete daily activities according to work schedule.
- Ability to learn cataloging and classification principles and practices.
- Ability to learn technical services procedures.
- Ability to locate items in alphabetical order and using the Dewey Decimal System.
- Ability to work independently and as a member of a team.
- Demonstrates attentiveness to detail.
- Proficiency Microsoft Office and Google Suite.

### Duties and Responsibilities:

#### Acquisitions and Cataloging:

- Assist in maintenance of the ILS database.
- Catalog and classify materials using currently established methods and tools.
- Edit and revise OCLC cataloging records.
- Process and repair library materials.
- Prepare and process orders for library materials and maintain acquisitions records.
- Unpack and check in shipments of library materials.
- Check in periodicals and business materials and prepare them for circulation.

#### Continuing Education:

- Keep informed of trends in library service and participate in professional development activities relating to areas of responsibility to maintain current expertise and expand knowledge base.
- Complete required training as assigned.
- Attend all-staff and department meetings.
- Keep informed of current information and trends at the local and regional library level.

#### Other:

- Attend CCS advisory and/or technical groups as required and assigned.
- Actively participate on committees as assigned.
- Assist with special projects as assigned.
- Assist with duties of the Technical Services Manager as requested.
- Perform related duties as required and assigned.

#### **Physical Requirements:**

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 essential functions.

- Essential and marginal functions may require maintaining a stationary position as well as movement in the office to access file cabinets, equipment, etc.
- The ability to position self to maintain files in file cabinets.
- Occasionally move boxes weighing up to 50 pounds.
- Occasionally move or transport a cart up to 100 pounds.
- Continually operates a computer and other office productivity equipment such as a copy/fax machine and printer.
- The ability to accurately communicate and exchange information and ideas so that others will understand.
- The ability to observe details at close or distant ranges.

#### **Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Noise level in the work environment is generally quiet.

#### **Disclaimer:**

This description is not a complete list of specific duties and responsibilities. It does not limit or modify the right of the Technical Services Manager to assign, direct, and control the work of the Technical Services Associate.