

Terryville Public Library

Technical Services Assistant

General Statement of Duties: Performs various library tasks mainly related to materials processing and Circulation

Supervision Received: Directly responsible to Library Director

Supervision Exercised: In the absence of other supervisory personnel, supervise pages and clerks

Examples of Work: (including but not limited to)

- Processes library material in various formats
- Catalogs and classifies materials appropriate to the collection
- Keeps statistical records of acquisitions
- Coordinates with the department heads and administrative assistant regarding process
- Opens and closes circulation desk functions and the library building as needed, assists at circulation desk on a regular basis, and supervises desk functions in the absence of department head
- Responds to patron questions regarding library services in person, online, and on the telephone
- Communicates with director with respect to procedures, methods, techniques, services and makes recommendations
- Reviews material donations with other department heads and coordinates the final process for deselecting materials
- Prepares library public relations materials and reports as needed

Knowledge, Skills and Ability:

- Broad knowledge of library methods and procedures
- Good knowledge of library materials and resources
- Ability to organize, prioritize and accomplish work with little or no supervision
- Ability to understand current library technical skills and trends
- Knowledge of current cataloging and classification principles
- Ability to comprehend patron's needs quickly and accurately
- Ability to clearly communicate with the public
- Ability to understand and carry out written and oral directions
- Must have the ability to communicate effectively orally, in writing and by listening with the ability to understand and follow oral and written instructions in English at an 8th grade level
- Working knowledge of computer applications for library service

Experience and Training:

High school graduate with 2 years library experience preferred or a combination of education and experience demonstrating the required knowledge, skills, and abilities.

Physical requirements:

- Ability to push and pull library book trucks weighing 100-300 pounds
- Carry up to 15 pounds of books across library
- Stand, bend and stretch to reach high and low shelves