

Job Description: ASSISTANT TECHNICAL LIBRARIAN

CLASS NO. 1506

EEOC CATEGORY: Office and Clerical

PAY GROUP: 13

FLSA: Nonexempt

SUMMARY OF POSITION

Technical Services is the centralized processing unit for the library system. Activities include procuring materials, processing library purchases, distribution of materials to branches, and Interlibrary Loan. Due to the location of this unit, this person serves as an irregularly scheduled substitute at Anahuac branch. This position is comparable to the Assistant Branch Librarian position.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: Technical Librarian and to County Librarian as needed.
2. Directs: Page(s), temporary and summer help, and volunteers in a variety of basic tasks. This position is non-supervisory.
3. Other: Occasional work with library patrons, vendors, and various county departments.

EXAMPLES OF WORK

Essential Duties*

Procures library materials for circulation. This includes, but is not limited to, filling out purchase requisitions, ordering materials by phone, fax or email; receiving and verifying deliveries; resolving order errors, and tracking purchases in-house using spreadsheet software.

Processes library materials. This includes, but is not limited to, downloading MARC records for the library database, copy cataloging using online records, original data entry into the library database, assigning identifying barcode numbers to materials, and assisting in the distribution of materials to the appropriate branches.

Maintenance of files: The Technical Service unit is the creator of holdings records for the entire system. These files show the value and locations of items purchased with county funds, and area of use for insurance purposes. The files are of vital use on a daily basis to library patrons and the system staff. Inventory control is maintained and periodical checks are made on the physical holdings utilizing these files. Assists with organizing material in the Technical Services department.

Interlibrary Loan: Works daily with library agencies outside the county: this includes regular interaction with OCLC WorldCat, and other libraries in and out of the state. Is responsible for processing materials procured from these agencies for the use of branch patrons. Maintains records on these loan, and prepares the materials for return to appropriate destinations.

*For the purpose of compliance with the Americans with Disabilities Act (ADA)
This job description does not take into account potential reasonable accommodations.
Updated and Approved CC 11/24/2015

CLASS NO. 1506 (Continued)

Provides supplemental assistance on an irregular schedule at the central branch library in Anahuac. Work includes full responsibility for the branch during the time working (four hours or less), including reference and circulation duties and extensive contact with the library public.

Assists County Librarian with statistical reports, narrative reports and grant applications; preparation of flyers, handouts, and bibliographies as needed.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: This is an entry-level position. Previous library experience preferred, but not required. A background in the technical aspects of library service would be an asset.

Skill/Ability to: Demonstrated proficiency in written and oral communication; show extensive ability in use of keyboards/PCs, and general ability to operate standard office equipment. An ability to establish and maintain effective working relationships with county personnel and specialized library agency staff in the state and an ability to interact well with the general library is vital.

Physical considerations: This job is classified as light duty, and about 70% of the job consists of desk and file work. However, shipping and receiving are a large part of the remaining 30%, and involve extensive walking, lifting, and unpacking boxes. Sight, hearing and speaking abilities are required due to interaction with sales vendors and library representatives.

ACCEPTABLE TRAINING AND EXPERIENCE

High school diploma or its equivalent, plus 2 years of responsible clerical work-related experience. If the person holding this position is full time, the person will be made aware of the Texas State Library sponsored certification program, and will be strongly urged to pursue certification as a part of ongoing training and education within the field.

Will be required to take appropriate job-related certifications as instructed.

Texas Driver's License