

BPL Technical Services Assistant – Job Description

JOB SUMMARY

The Technical Services Assistant perform a wide range of tasks essential to the effective functioning of the Library's core services of lending materials to patrons. In addition to preparing books, audiobooks, DVDs, and other items for circulation, this staff member ensures that the items in the collection are well-maintained. This is a key behind-the-scenes service role. **The library provides training for all technical service and collection maintenance tasks. We do not presume more than general knowledge of library procedures and services.**

This position will be part-time, non-exempt; 15-20 hours per week.

SUPERVISION RECEIVED

The Technical Services Assistant works under the direction and supervision of the Library Director. The position also supports the work of the Youth Services Librarian and Assistant Director, but does not report to those positions. The Tech Services Assistant is expected to start and complete regular tasks and projects without prompting from the Library Director or other collaborators.

ESSENTIAL JOB RESPONSIBILITIES

Descriptions of work functions included below are not meant to be all-inclusive; they are examples that illustrate the variety of activities that fall under each core responsibility.

- **Technical Services**
 - Responsible for all physical processing of new materials and refreshing older items
 - Wrap books, repackage audiobooks and DVDs
 - Print and affix spine labels
 - Supports other staff as back-up copy cataloger
 - Deletes holdings records from the online catalog
 - Prepares deselected items for recycling or disposal
 - Performs tasks related to online catalog maintenance, including updating holdings and bibliographic records
 - Assists in other Technical Services projects as assigned by the Library Director
- **Collection Maintenance**
 - Responsible for maintaining the shelved collection to look orderly
 - Repairs damaged or worn items
 - Identify items for weeding and repair
 - Shelves items as needed
- **Circulation and Patron Services**
 - Searching the shelves for materials based on pull lists or specific criteria
 - Fills in at Circulation Desk as needed
 - Runs reports in ILS to identify overdue items requiring further action
- **Magazines and Newspapers**
 - Monitors receipt of magazines and newspapers; reports missing items promptly
 - Adds holdings records for new issues
 - Rotates the newspaper and magazine back issues
- **Interlibrary Loan Services**
 - Ensures safe return of borrowed and loaned items
 - Assists other staff members with ILL requests
- **Other duties as assigned**

NECESSARY KNOWLEDGE, SKILLS, AND ABILITIES:

- Aptitude to pay attention to detail and focus on tasks.
- Desire and ability to serve the public with enthusiasm, friendliness, tact, and respect.
- Ability to learn library practices quickly.
- Must be able to wrap books neatly and affix labels accurately.
- Capacity to prioritize tasks and deal with high volumes for work
- Self-starting approach to work and ability to discover “what needs doing”
- Must be comfortable with computers, typing, and data entry in web-based systems; must be able to use (or learn to use) MS Word or Excel to create reports.
- Ability to develop proficiency in the Library’s web-based circulation system
- Very good ability to understand and follow verbal instructions.
- Ability to think through options and make reasonable decisions within the framework of library policies and procedures, as well as understanding when to request help from experienced staff.
- Very good ability to establish and maintain effective working relationships with superiors, coworkers and the general public.
- Must be able to remain professional, courteous, and flexible when receiving feedback from patrons, coworkers, and superiors.
- Ability to effectively work with coworkers and the public in a courteous and respectful manner

EDUCATION AND EXPERIENCE

- High School diploma or equivalent
- Experience in office or retail setting is preferred
- Library experience is helpful, but not necessary

PHYSICAL DEMANDS

Moderate physical effort is required to perform duties under typical work conditions. The employee is frequently required to stand, walk, stoop, kneel, crouch, or crawl and climb stairs, sit, speak, hear, and use hands to operate office equipment, and reach with hands and arms. Vision requirements include the ability to read routine documents and use a computer. Generally, the employee must be able to lift up to 25 pounds from ground level to waist level and be able to push/pull carts weighing up to 120 pounds. Must be able to travel to library to begin shift on time.

The Bloomsburg Public Library is an Equal Opportunity Employer. The Library will review a reasonable request for accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

ADDITIONAL REQUIREMENTS

Proof of completed COVID-19 vaccination at least 14 days prior to start date is required. Must be able to wear a face mask while on duty. Must have PA Criminal History, State Child Abuse Clearances, and Federal Criminal History Record by start date.