

## Library Center of the Ozarks

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### Library Assistant – PT – Technical Services Department

#### Job Description

**Primary Duties:** Under basic supervision, assists Technical Services (TS) staff by performing a variety of clerical duties to prepare Library material for cataloging and circulation.

#### Essential Functions:

- Process material by applying items such as spine labels, barcodes, stickers, book covers, protective shields over CDs and DVDs.
- Assists in the basic upkeep of all library materials including recovering, buffing, and cleaning CDs and DVDs. Includes the cleaning and repairing of books and preparing for binding.
- Assists with the receipt of items by verifying packing slips, invoices, and book orders.
- Maintains documentation of accounts and prepares statistical reports.

#### Knowledge:

- Knowledge of and commitment to excellent customer services.
- Working knowledge of computers required.
- Knowledge of Internet searching, Microsoft Office products, and library automation systems.
- General knowledge of the library's services and collections.
- Knowledge of Dewey Decimal Classification system

#### Skill in:

- Ability to quickly and accurately sort by alphabetical, numerical, chronological, or Dewey Decimal order.
- Accuracy in clerical skills, including typing and filing, is required.
- Ability to organize work, set priorities, use time effectively, and meet deadlines.
- Ability to multi-task and work with frequent interruptions.
- Ability to pay close attention to details and concentrate on work.
- Ability to work independently as well as in an assembly line fashion.

- Accurately filing and finding library materials in a variety of designated locations.
- Closely following verbal and written instructions and procedures.
- Flexible, adaptable, and able to flourish in a changing environment.
- Cross-training to perform other duties and responsibilities is required.

### **Education/Experience**

- High school graduate
- Public library experience strongly preferred but not required.

### **Physical Demands**

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.

- Bending, squatting, kneeling, and reaching from floor level to a height of 6 feet
- Routine lifting and handling of library materials weighing up to 30 pounds and moving book carts up to 200 pounds.
- Good coordination and mobility
- Ability to stand for extended periods of time
- Ability to perform work at a computer terminal for extended periods

### **Reporting Structure**

- Reports to Technical Services Supervisor