

LIBRARY TECHNICAL ASSISTANT II

PURPOSE AND NATURE OF WORK

Positions in this class are responsible for pre-order searching, receiving and processing of library and interlibrary loan materials and assisting patrons at the circulation desk. Incumbents work independently on routine tasks, and consult with a supervisor on more complex problems. Work involves lifting of heavy boxes on a regular basis. Positions report to the head of their respective divisions, and are not supervisory.

ILLUSTRATIVE EXAMPLES OF WORK (Note: These examples are intended only to illustrate the various types of work performed by incumbents in this class. All of the duties performed by any one incumbent may not be listed, nor does any incumbent necessarily perform all of these duties.)

Receives and processes library books and other materials, and prepares invoices for payment. Contacts vendors regarding missing, incorrect or damaged items, arranges to ship items back when necessary, and prepares related paperwork. Adds duplicate copies and paperback books to online catalog.

Receives periodicals and displays in public browsing area. Renews periodical subscriptions and contacts vendors to solve problems. Receives and processes audio-visual materials.

Prepares paperwork to order children's books, and performs pre-order database searches to make sure book orders are not duplicated. Receives and processes new children's books. Shelves books and works at the Children's reference desk when needed.

Work may include ordering, receiving, and sending out interlibrary loan materials to library patrons, assisting patrons at circulation desk or reference desk, and shelving of books.

Performs related work as required.

NECESSARY KNOWLEDGES, ABILITIES, AND SKILLS

Knowledge of standard library practices, policies, procedures and equipment.

Knowledge of the Dewey Decimal classification system.

Ability to learn and use various computer systems and software relevant to job duties.

Ability to communicate effectively, both orally and in writing.

Ability to understand and carry out oral and written instructions.

Ability to maintain effective working relationships with other employees, vendors, and the public.

DESIRABLE TRAINING AND EXPERIENCE

High school graduation or equivalent, plus additional training in library science, and experience working in a library or bookstore setting; or any equivalent combination of training and experience.