



TECHNICAL SERVICES ASSISTANT

A part time, non-exempt position, responsible for copy cataloging, processing, and repairing library materials in partnership with the Technical Services Coordinator. No evening or weekend work required.

Primary Responsibilities

- Copy catalogs library materials
- Processes new materials in all formats with attention to library standards
- Repairs damaged materials or prepares them for withdrawal
- Supports overall efficient collection management efforts, including running reports, completing reclassification work, and other technical services projects
- Serves as a contact for the Technical Services Department in the absence of the Technical Services Coordinator
- Keeps up-to-date with cataloging issues, standards, and documentation
- Communicates regularly with supervisor to identify and resolve issues and opportunities for efficiency and contributing collection usage
- Attends relevant meetings, workshops, and training
- Performs other duties as assigned

Performance Expectations

- Knowledge of current cataloging and classification practices
- Ability to maintain attention to detail while performing repetitive tasks
- Resolves problems independently and collectively
- A friendly and approachable manner, with the ability to calmly exercise tact and diplomacy in difficult situations
- Excellent written and verbal communication skills, including email, phone, and other required platforms, with all ages, in English
- Knowledge of common computer applications; Experience with SirsiDynix Symphony WorkFlows preferred
- Willingness to learn new skills and procedures; Easily adaptable to change
- A team player who contributes to a positive work environment
- Ability to bend, stoop, lift, carry, and push heavy book carts

Qualifications

- LTA or Bachelor's degree preferred
- Minimum two years of related library work experience
- Book repair experience a plus