

**James V. Brown Library
Position Description**

The James V. Brown Library is the place to go to Learn, Connect and Grow

Job Title: Technical Services Assistant	Department: Technical Services
Classification: Library Assistant II	Reports To: Collections, Technical Services & IT Director
FLSA Status: Non-exempt	Date Approved: May 2024

This position description is unique to your job title. The requirements for being an employee of the James V. Brown Library apply to every staff member. You are expected to treat everyone respectfully, be it co-workers or patrons. You are always a representative of the Library and, as such, an advocate of the Library. The Library will continue to change, grow, and evolve; be onboard. Be a good communicator and share ideas and concerns with your supervisor, coworkers, and staff. Always look for solutions.

This position description is not all-inclusive. There will be other duties assigned that fit within the overall responsibilities of each individual's job.

Summary: The Technical Services Assistant supports the professional Technical Services staff by providing cataloging services to the Lycoming County Library System and Inter-Library Loan (ILL) services to the North Central Library District. This individual helps the professional staff catalog and process incoming materials for circulation and assists in stages of processing ILL requests to ensure prompt fulfillment. They coordinate incoming and outgoing mail services, UPS shipments, and book orders for Allenwood. Handles the Books by Mail program. They provide minor cataloging, including adding item records as needed.

Supervises: N/A

Committee Responsibilities: N/A

Essential Duties and Responsibilities: The following list is representative of the typical duties and responsibilities performed. The employee's actual duties and responsibilities may vary depending on department needs and individual assignments. Regular hours on the help desk are required.

- InterLibrary Loan
 - Processes ILL requests which includes entering ILL requests into the AccessPA/ShareIt and OCLC database.
 - Moves materials to and from different worksites.
 - Bills other libraries for items lost or damaged.
- Allenwood
 - Processes requests for items from Allenwood Prison and prepares them for delivery.

- Books by Mail Program
 - Point of service contact for Books by Mail program, including preparing and shipping out items and processing returns.
- Cataloging
 - Provides minor cataloging, including adding item records as needed.

Qualifications: Preference given to applicants with a Bachelor's Degree; minimum qualification is a high school diploma. At least two years of library experience is preferred. Excellent organizational and interpersonal skills required. Ability to exercise confidentiality, good judgment, diplomacy, and tact in working with others. Excellent computer skills are also a must given the nature of this work.

Working Conditions and Physical Demands:

The physical demands described below are representative of those that must be met in order to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties and responsibilities of this position, the employee is regularly required to speak and hear at a conversational level, use hands to handle objects, stand or sit for long periods of time, lift and/or move up to 10 pounds, reach, stoop, kneel or crouch. The employee is frequently required to lift and/or move up to 25 pounds and traverse stairs. Occasionally, the employee is required to lift and/or move up to 50 pounds.