

**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 and Technical Services Director
FLSA Status: Non-exempt	Date Approved: 11.2025

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

Summary: The Technical Services Assistant provides Inter-Library Loan (ILL) services to the Lycoming County Library System and the North Central Library District. This position also supports the professional staff by providing cataloging and processing services. This position is responsible for coordinating incoming and outgoing mail services, UPS shipments, the Allenwood book deposit, and the Books by Mail program. This position also assists with special projects and serves as-needed as a Public Service Assistant, and should be familiar with that job description.

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.

- Inter-Library Loan
 - Processes ILL requests including entering ILL requests into the AccessPA/ShareIt and OCLC databases
 - Monitors overdue and lost items
 - Bills other libraries and patrons for items lost or damaged
- Allenwood Prison – Selects and processes materials for the book deposit and prepares them for delivery
- Books by Mail Program – Point of service contact for Books by Mail program, including preparing and shipping items and processing returns
- Cataloging and processing items
- Assists the Director of Collections and Technical Services
- Works at a service desk as scheduled
- Unpacks deliveries, checks for accuracy, and directs products to the appropriate department

- Performs other tasks in Technical Services as needed

Education Required: Must possess a high school diploma and have at least two years of library experience.

Experience and Qualifications: Excellent organizational and interpersonal skills. Excellent writing and other communication skills. Ability to exercise confidentiality, good judgment, diplomacy, and tact in working with others. Excellent computer skills are also a must, including but not limited to: Word processing, internet, and email.

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.