

JOB DESCRIPTION

JOB TITLE: Library Technical Assistant	FLSA: Non – Exempt
Department Library	Date: 4/09/2021

Security Sensitive: Yes

- x Contributes to a safe educational and working environment by participating in all drills and training and being prepared to take action should a health or safety emergency occur;
- x Performs all other duties assigned.

Minimum Education, Skills and Ability

- x Associate degree or equivalent required;
- x One (1) year of copy cataloging and at least one (1) year of library experience;
- x Experience in an academic library preferred;
- x Experience in library technical and public services preferred;
- x Proficiency with standard office equipment and software, including Microsoft Office Suite to include mid-level knowledge of computer/internet/email;
- x Knowledge of Library of Congress Cataloging and descriptive cataloging standards preferred
- x Knowledge of integrated library systems
- x Knowledge of Springshare CMS
- x Ability to adapt willingly and effectively to the rapid changing world of information systems, and succeeding tools needed for locating and accessing information and data;
- x Detail-oriented, work with minimum supervision and ability to multitask in a fast-paced work environment;
- x Excellent organizational and critical thinking skills and the ability to manage several projects at a time;
- x Possess a collaborative, team-based approach to projects;

Work Environment

- x Works in a climate controlled environment with little exposure to safety hazards;
- x The position requires average agility and good physical condition. Ability to lift and carry moderately heavy materials weighing up to 25 pounds. Work requires sitting, frequent near vision use for reading and computer use, lifting (from floor to overhead), stooping, bending, stretching, walking, standing, pushing, pulling, reaching, shelving, and other physical exertion.

Special Requirements

- x Availability to work evenings and weekends;
- x Subject to a criminal background check. _____

Signature

Date