

Library Assistant – Collection & Technical Services

FLSA Status: *Non-Exempt*

General Definition of Work

Performs varied clerical and technical tasks in providing support to the Collection Management & Technical Services Manager. Work is performed under the day-to-day supervision of the Collection Management & Technical Services manager. Active participation in the implementation of the library's Strategic Plan as it relates to their job description is expected of all employees of Pittsylvania County Public Library System. Employees are expected to set and accomplish goals for job performance annually as part of the Strategic Plan.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required.

Essential Functions

Accepts materials deliveries; unpacks shipments; checks orders against packing slips to ensure accuracy and reports errors to the Collection Management & Technical Services Manager; shelves materials for processing; disposes of or recycles packing materials.

Prepares library materials for circulation; applies spine labels, barcodes, and other shelf identification labels accurately; applies appropriate protective covers to media; sorts for delivery to branches.

Adheres to publisher requirements and embargoes on material distribution.

Deaccessions discarded, lost, and damaged items from the catalog according to standard procedures.

Performs basic copy cataloging of library materials, applying correct classifications, branch routing information, barcodes, Dewey Decimal numbers, and location codes to the back of the title page.

Prints and applies spine labels in accordance with standard procedure and policy; changes spine labels as directed.

Assists in maintaining complete and accurate inventories of library materials and equipment; coordinates inventory reviews with branches; maintains system-level inventory database; coordinates with County officials on inventory disposal and management.

Assists at the circulation desk as directed; check materials in and out; assist patrons with reader's advisory, reference, copying, faxing, scanning, or computer issues; shelves library materials; responds to calls and questions.

Assists in maintaining the appearance of the library.

Works in other branches as requested.

Attends workshops and conferences as appropriate.

Performs other duties as assigned.

Knowledge, Skills and Abilities

Good working knowledge of library procedures, methods, practices, equipment, and techniques; general knowledge of and interest in books and reader interests at all levels; working knowledge of the library circulation functions; working knowledge of computer applications used in the

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library system; general knowledge of office procedures and records maintenance techniques; ability to exercise initiative and independent judgment; skill in the use of all library equipment, materials and resources; ability to accept supervision; ability to communicate ideas effectively both orally and in writing; ability to work independently or as part of a team; ability to interact with a diverse population; ability to establish and maintain effective working relationships with associates and the general public; ability to multitask while maintaining a friendly demeanor.

Education and Experience

High school diploma or its equivalent required. Public service experience desired. Library experience preferred.

Physical Requirements

This work requires the regular exertion of up to 10 pounds of force, frequent exertion of up to 25 pounds of force and occasional exertion of up to 50 pounds of force; work regularly requires speaking or hearing and using hands to finger, handle or feel, frequently requires standing, walking, sitting, reaching with hands and arms and repetitive motions and occasionally requires climbing or balancing, stooping, kneeling, crouching or crawling, pushing or pulling and lifting; work requires close vision, distance vision, ability to adjust focus, depth perception, color perception and peripheral vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing perception is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work occasionally requires exposure to outdoor weather conditions; work is generally in a quiet location (e.g. library, offices).

Special Requirements

Working hours may include occasional evenings and weekends as directed.

Classification

Permanent part-time [20 hours per week; may include occasional evenings or weekends]. This position may also include traveling to professional meetings, workshops, or other activities which may be deemed necessary.

Part-time employees who work 20 or more hours per week are entitled to a limited number of personal leave days, which expire at the end of each fiscal year.

Salary Range

Grade 5 [salary range \$22,179.55 - \$36,596.26]; \$10.66 per hour