



POSITION TITLE: COLLECTION DEVELOPMENT & TECHNICAL SERVICES ASSISTANT
FLSA: NON-EXEMPT
REPORTS TO: COLLECTION DEVELOPMENT & TECHNICAL SERVICES MANAGER

SUMMARY OF POSITION: Performs varied clerical and technical tasks in providing support to the Collection Development & Technical Services Manager. Work is performed under the day-to-day supervision of the Collection Development & 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.

ESSENTIAL JOB FUNCTIONS: *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following tasks, knowledge, skills and other characteristics. The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.*

- Accepts materials deliveries; unpacks shipments; checks orders against packing slips to ensure accuracy and reports errors to the Collection Development & 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.
- Works in other branches as requested; attends workshops and conferences as appropriate; performs other duties as assigned.

CORE COMPETENCIES:

- Customer Focus
- Communication
- Collaboration/Teamwork
- Personal Accountability/Delivering Results
- Diversity and Inclusion

EDUCATION AND EXPERIENCE: High school diploma or its equivalent required. Public service experience desired. Library experience preferred.



REQUIRED KNOWLEDGE AND SKILL: 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 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.

CERTIFICATIONS AND LICENSES: None required.

ENVIRONMENTAL FACTORS AND CONDITIONS/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).

This description provides information regarding the essential functions of the designated job, and the general nature and level of work associated with the job. It should not be interpreted to describe all the duties and performance that may be required of employees or be used to limit the nature and extent of assignments an employee may be given. The County reserves the right to modify the job description as deemed appropriate.

SIGNATURES AND COMMENTS:

I have read this description and understand the requirements and responsibilities of the position.

Signature of Employee

Date

Signature/Job Title of Supervisor

Date

Comments: _____
