

City of Dunedin, Florida
Class Description

JOB TITLE: Library Technical Assistant
Library Department

GENERAL STATEMENT OF JOB

Under direct supervision, assists with the acquisition, cataloging, processing and distribution of library books and materials for public access. Assists in maintaining the collection database and related records. Performs related clerical work as directed. Reports to the Senior Librarian - Information Services

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

The duties recorded below are representative of the duties of the class and are not intended to cover all the duties performed by incumbents(s) of any particular position.

Copy catalogs books and audiovisual materials.

Processes library materials.

Orders and receives books and other materials as directed; processes payment requests in the Library automation system and maintains related files.

Mends worn or damaged books and materials as needed.

Assists in maintaining the Library automation system.

Performs inventory of library collection and supplies.

Assists in training and supervising the work of volunteers.

Maintains department records and statistics with accuracy; prepares various reports as required.

Library Technical Assistant, Library Department

Shelves library materials.

Pulls patron holds requests.

May check in library materials returned from other libraries.

Communicates with vendors regarding backorders and shipment problems.

Performs courier service to/from branch library.

May assist Circulation desk as needed.

ADDITIONAL JOB FUNCTIONS

Performs routine duties in other Library departments as requested.

Performs routine clerical work as required, including but not limited to answering the telephone, typing reports and correspondence, copying and filing documents, processing mail, attending meetings, entering computer data, etc.

Performs related duties as required.

MINIMUM TRAINING AND EXPERIENCE

Requires a high school diploma or GED equivalent with six months of experience in library operations or general customer service/ clerical work.

An equivalent combination of training and experience which provides the required skills, knowledge and abilities may be considered.

SPECIAL REQUIREMENTS

Must complete required training in cataloging procedures.

Must possess a valid Florida driver's license.

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PERFORMANCE INDICATORS

Knowledge of Job: Has knowledge of the methods, procedures and policies of the City of Dunedin as they pertain to the performance of essential duties of the Library Technical Assistant. Is knowledgeable in the laws, ordinances, standards and regulations pertaining to the specific duties and responsibilities of the position. Has knowledge of public library practices and procedures, including cataloging techniques and standards. Is skilled in applying a responsible attention to detail as necessary in preparing reports and correspondence. Has the ability to plan, organize and prioritize daily assignments and work activities. Has the ability to learn and utilize new skills and information to improve job performance and efficiency. Knows how to perform duties in a courteous manner and with the utmost integrity in the best interest of the public. Clearly understands any occupational hazards and adheres to all safety precautions inherent in performing the essential functions of the work. Has the ability to speak and understand the English language

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to calculate, compute, summate, and/or tabulate data and/or information. Includes the ability to perform subsequent actions in relation to these computational operations.

Human Interaction: Requires the ability to exchange information for the purpose of obtaining information or clarifying details. Performs such within well-established policies, procedures and standards. Is able to offer assistance to fellow employees as necessary.

Equipment, Machinery, Tools and Materials Utilization: Requires the ability to use, operate and/or handle equipment such as a computer, copier, calculator, telephone, etc. Has knowledge of and skill in the use of modern office practices and equipment. Is able to type accurately at a rate sufficient for the successful performance of assigned duties.

Verbal Aptitude: Requires the ability to use a variety of reference and descriptive data and information. Has knowledge of proper English usage, vocabulary, punctuation and spelling.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication and division; calculate decimals and percentages; to perform mathematical operations with fractions. Has knowledge of basic mathematics.

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Functional Reasoning: Requires the ability to apply principles of rational systems. Ability to correctly and competently interpret instructions. Ability to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives. Is able to read and interpret various materials pertaining to the responsibilities of the job.

Situational Reasoning: Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against measurable or verifiable criteria. Is able to take the initiative to complete the duties of the position without the need of direct supervision. Is able to use independent judgment in performing routine and non-routine tasks.

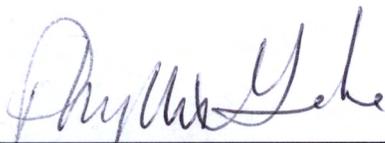
ADA COMPLIANCE

Physical Ability: Tasks involve the ability to exert light physical effort in sedentary to light work involving moving from one area of the office to another and some lifting, carrying, pushing and/or pulling of objects and materials of light to moderate weight (up to 50 pounds); some positions require sufficient hand/eye coordination to perform semi-skilled repetitive movements, such as data entry, filing and/or the use of office equipment or supplies.

Sensory Requirements: Some tasks require visual and auditory perception and discrimination as well as oral communications ability.

Environmental Factors: Tasks are regularly performed without exposure to adverse environmental conditions. Tasks may require extensive VDT exposure.

The City of Dunedin is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the employer will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.



Library Director

11/10/15
Date