

**Title:** Library Technical Assistant  
**PG:** 24  
**Status:** Civil Service  
**Position Reports to:** As Assigned  
**Department:** Parks and Recreation

**Class Code:** 5007  
**Date:** 09/08

**GENERAL DESCRIPTION OF CLASS:**

To provide service to the public, as well as provide maintenance and clerical procedures at service points. May serve as Person in Charge of facility. Work is performed under direct supervision. All positions are reviewed for performance.

**ESSENTIAL FUNCTIONS:**

1. Provides excellent customer service to library users on the telephone and in person.
2. Checks books and other materials in/out at Circulation desk using automation software program.
3. Processes new library card applications.
4. Handles cash transactions for overdue fines, library cards, friends sale table, etc.
5. Operates telephone switchboard.
6. Executes opening and closing procedures at circulation desk.
7. Plans, prepares, and conducts programs, i.e. storytimes, summer reading program, etc
8. Provides reference and reader's advisory service in-house and on the telephone.
9. Assists public with research projects and homework assignments.
10. Maintains collection by shelving and reading shelves.

**ADDITIONAL RESPONSIBILITIES:**

1. Maintains reserve files.
2. Performs reader's advisory services.
3. Performs simple maintenance of photocopy machines.
4. Acts as circulation supervisor in absence of unit supervisor including counting revenue and preparing daily receipts.
5. Prepares displays and bibliographies.
6. Assists with collection development (purchasing and weeding)
7. Supervises volunteers.
8. Performs various statistical reports as needed.
9. Performs reference duties.
10. Answers questions concerning software programs offered on computers.
11. Performs related work as required.

**KNOWLEDGE, SKILLS & ABILITIES:**

1. Knowledge of computerized library applications and keyboard skills.
2. Knowledge of books and popular reading trends.
3. Knowledge of Dewy Decimal System.
4. Knowledge of informational sources needed to answer questions and where those sources needed to answer questions are located.
5. Skill in presenting public presentations.
6. Ability to deal with the public in an efficient and courteous manner.
7. Ability to perform moderately difficult clerical and record keeping tasks.
8. Ability to take written and oral instructions.
9. Ability to learn book selection techniques and apply these to selecting materials for appropriate collections.
10. Ability to prepare reports and communicate ideas clearly and concisely in written and oral forms.

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**WORKING ENVIRONMENT/CONDITIONS:**

Requires sedentary work that involves walking or standing some of the time, exerting up to 10 pounds of force on a recurring basis, and routine keyboard operations.

The job risks exposure to no significant environmental hazards.

The job requires normal visual acuity, field of vision, hearing, speaking, color perception, sense of smell, depth perception, and texture perception.

**QUALIFICATIONS (EDUCATION, TRAINING, AND EXPERIENCE):**

1. At least two (2) years of college-level study. Library Technical Assistant training is preferred.
2. Six (6) months of experience in office or library work.
3. An equivalent combination of education and experience that is determined to be directly related to the foregoing specific requirements may be substituted.

**SPECIAL REQUIREMENTS:**

1. Library Technical Assistant position for Bookmobile must possess a valid state of Florida Commercial driver's license.
2. Must maintain a valid home telephone number.
3. May be required to work overtime, or alternate hours, as necessary for the efficient operation of the department. Position may be designated as Mission Critical by Department Director.