

Classification Specification: Library Media Technical Assistant

Classification Number: 18314 Pay Grade: 26
Effective Date: April 14, 2014 Current Exemption Status: Non-Exempt

Position Summary

Under the general supervision of the Administrator, serves as library resource person for general billing information and explanation of policies and procedures for patrons and University library staff. Creates invoices and processes credits. Tracks and resolves OhioLINK book problem reports. Supervises the general operation of the Main Circulation Desk during assigned shifts, and serves as patron point of contact.

Essential/Primary Duties

- Opens and closes the library. This includes, but is not limited to, opening and closing the building/library and handling patron and building emergencies. Implements policies and procedures of University libraries.
- Supervises and trains student desk assistants.
- Creates, verifies and makes adjustments to library fines and bills. May oversee the overdue notice process. Maintains appropriate files, and keeps notice statistics. Verifies and maintains an active file of Bursar billings in compliance with records retention standards.
- Conducts routine and non-routine circulation transactions. Acts as a public service point of contact for the circulating collections, OhioLINK, Reserve and Interlibrary Loan. Responds to patron queries. Tracks and resolves OhioLINK book problems with patrons and other OhioLINK institutions.
- May serve as contact person and maintain system records for courtesy card patrons.
- May serve as back-up to other functions within the library.

Experience and Education

Experience

- One year related experience required

Education

- High school diploma or GED required

Physical Requirements

Office or other indoor work: with minimal physical demands such as occasionally lifting/moving materials less than 25 pounds.

Working Conditions

Work is generally performed in a well lit, temperature-controlled indoor environment with occasional exposure to the outdoors and/or any number of elements.

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Essential Competencies

- Knowledge of basic mathematical skills
- Knowledge of basic reading skills
- Ability to carry out verbal and/or written instructions
- Ability to effectively communicate, verbally and written
- Detailed-oriented and highly accurate
- Ability to work in changing environment
- Ability to work effectively in a team environment
- Ability to interact effectively with students, faculty and/or staff or the public and represent BGSU appropriately
- Ability to coordinate or lead others in accomplishing work activities
- Knowledge of computer skills, such as MS Office, presentations, spreadsheets and/or database entry/query
- Ability to query, run reports and modify data in financial systems
- Ability to access and maintain document imaging systems, including scanning and filing documents
- Ability to accurately receive and disburse cash whether currency, credit cards, checks or other payment forms
- Ability to operate computers and peripheral equipment such as printers
- Ability to draft office correspondence

Supervisory Responsibility

Full-Time

None

Part-Time

None

Providing Direction

Full-Time

None

Part-Time

None

Responsibility for Student Workers

Provides work direction and may select, hire, schedule and provide formal feedback.