

Classification Specification: Library Technical Assistant

Classification Number: 18314 Pay Grade:
Effective Date: April 14, 2014 Current Exemption Status: Nonexempt

Position Summary

Under general supervision, conducts routine and non-routine duties that support a wide range of library services. Serves as library support person for a specific function for patrons and University library staff. Functionally supervises the general operation of unit during assigned shifts, and serves as patron point of contact. May perform a variety of technical services, public services or clerical tasks within a unit.

Essential/Primary Duties

- Opens and closes the library. 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 inquiries. Handles patron and building emergencies. Implements policies and procedures of University libraries.
- Creates, verifies and makes adjustments to library fines Maintains appropriate files, and keeps notice statistics. Verifies and maintains active files. Conducts financial transactions Tracks and resolves OhioLINK book problems with patrons and other OhioLINK institutions.
- Identifies, prepares, process, receives and checks in materials as assigned (e.g. withdrawals, additions, transfers, government documents, serials, binding.) Reconciles bibliographic/item maintenance problems. Prepares materials for cataloging. Creates, updates and deletes records as part of maintenance of specific collections.
- Functionally supervises student employees and participates in training.
- Keeps statistics and gathers information when needed.
- Performs a variety of technical services, public services or clerical tasks within a unit.
- May serve as back-up to other functions within the library.

Experience and Education

Experience

- Six months 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.

Moderate work: occasionally working in difficult position and/or with physical demands such as continuously lifting/moving materials from 25 to 50 pounds and occasionally lifting/moving materials greater than 50 pounds.

Working Conditions

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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. Participates in training.