This Job Description identifies the major responsibilities of this job.

▪▪ **I. POSITION PURPOSE**

The purpose of the Technical Services Assistant is to efficiently receive materials orders and physically / electronically process them into the collection for availability in circulation. In addition, this position provides support to the Technical Services team.

▪▪ **II. RELATIONSHIPS**

The Technical Service Assistant reports directly to the Director of Technical Services. This position works as a team member to promote a positive work environment by maintaining respectful interactions with team members, library staff from other departments, vendors and customers. The Technical Services Assistant may be assigned to receiving duties approximately 75% of the time and will contribute to team projects as needed. The position provides excellent customer service demonstrating the ability to communicate effectively with people regardless of age, race, sexual orientation, ability level or background.

▪▪ **III. PRIMARY DUTIES AND RESPONSIBILITIES**

Receives shipments of new library materials in a variety of formats, whether by purchase, donation or other method.

Unpacks boxes of new materials, reviews packing slips, invoices or other documentation from vendors to verify accuracy. Handles discrepancies.

Performs mailroom duties, operates and maintains postage meter, maintains fund balance in meter.

Monitors delivery doorbell and receives all deliveries.

Submit a work request ticket and notify Facilities of large shipments. Notifies the receiving department of shipments.

Quickly and accurately sorts daily incoming mail for daily department pick up.

Processes and post regular and special delivery out-going mail and packages for courier pick-up.

Prepare UPS, FedEx, and other vendor paperwork for shipments, call vendors to schedule pick-ups.

Builds and maintains good working relationships with outside vendors, couriers and shipping companies.

Verifies accuracy of invoices for new materials, matches items received with items billed by vendor, identifies the origination of the request and forwards all documents to the supervisor for that location.

Process invoices for on-line orders by reconciling receipts of materials received to purchase orders using order/fund accounting software as appropriate.

Perform physical processing of materials such as printing and adding labels, RFID tagging, property stamping and applying protective jackets and packaging.

Prepares and delivers carts of materials to Rawlings departments as they are completed.

May also perform general and descriptive cataloging for specific formats using accepted bibliographic record formats.

Sorts through duplicate and discarded items to send to Books Again and Outreach.

Supports team efforts to maintain a safe and secure environment for customers and staff by maintaining awareness of surroundings and working in accordance with safety policies and procedures.

Participates in regularly scheduled department meetings. Attends All Staff Development Days and other training sessions to acquire new skills and to stay current on all information that is pertinent to PCCLD.

Reads daily organizational communications from intranet, e-mail, newsletters and print announcements. Stays current on all library services, programs and events throughout the district. Regularly accesses electronic time keeping, payroll and personnel employee access systems.

**IV. OTHER DUTIES AND RESPONSIBILITIES**

Assembles and inputs all necessary information into library’s database including verifying accuracy to enable each item to perform its function in the library’s collections.

Makes appropriate entries in local catalog system following defined local cataloging standards and practices. Verifies or assigns appropriate main entries, subject analysis, classification, and field tagging.

Identifies and downloads large vendor records into local system appropriate matching bibliographic entries from specified entry sources such as the Library of Congress, OCLC WorldCat, Cataloging-in-Publication (CIP) and the local catalog.

Responds to questions from staff concerning library catalog information if needed, and can provide basic explanations of library system functions. Communicates information to staff as appropriate.

Work with commercial binders to coordinate and prepare shipments of materials to be sent for binding.

Uses ILS system to process materials.

Performs other duties as needed.

**V. QUALIFICATIONS**

Education and Experience:  Requires high school diploma or GED. One year related work experience required.

Skills and Abilities: Shipping and receiving skills including proper lifting techniques for handling and receiving boxes of materials, reading packing slips, verifying information on invoices. Computer skills with the ability to use e-mail, databases, library catalog system, and the internet. Attention to detail and accuracy in data entry. Basic math skills. Ability to work collaboratively as a team member, contribute value and strive to achieve goals. Ability to function under flexible and changing conditions. Excellent customer service skills.

Physical Requirements: Must have the ability to do repetitive work including hours of standing, bending, kneeling, shelving, lifting, pushing and pulling. Must be able to lift objects weighing up to 50 pounds and push /pull a fully loaded book cart weighing up to 200 pounds.

Other Requirements: Must be able to work a flexible schedule including days, evenings and weekends. Must submit to and successfully pass a criminal background investigation.

Equal Opportunity Employer.