



Alpha Park Public Library District Job Description Technical and Circulation Services Technician Assistant

Reports to Department Head

Department: Technical and Circulation Services

Classification: Non-exempt, Regular Part Time, hourly (12.96-17.11)

General Statement of Responsibilities

Under the direction of the Department Head this position processes materials for shelves, repairs materials as needed, assists with collection organizations, and keeps the user catalog up to date. The Technician Assistant provides excellent customer service, assists in circulation duties when necessary, and is cognizant of turnaround time for project completion.

The Technician Assistant works flexibly and collaboratively with all members of the library staff to ensure an excellent user experience for our patrons. Components of a successful Technician Assistant's disposition are excellent communication skills, knowledge of and willingness to learn computer skills, strong attention to detail, and the ability to prioritize and plan ahead.

Qualifications, Education, Experience and Skills Desired

- High school diploma or equivalent
- Knowledge of, or willingness to learn library information tools and software (Workflows, Microsoft Suite, Google and internet applications)
- Knowledge of and willingness to learn use of various office equipment (fax, scanner, label maker, copier, etc.)
- Must not be averse to physical labor
- Customer service experience preferred

Responsibilities

- Data entry and cataloging materials accurately and efficiently
- Freely works with team members to complete projects
- Assists Department Head in daily duties of the department
- Other duties as assigned

Working Conditions/Physical Requirements:

Occasional travel to partnering libraries may be required

Flexibility in scheduling including day, evening, and weekend hours may be required

Lift up to 25 lbs. with assistance

Able to move and steer a fully stocked book cart

Standing for extended periods of time

Move safely and easily from sitting to standing positions

Comfortable climbing, squatting, sitting, and additional physicality involved in job duties