

Yakima Valley Libraries
Library Assistant I - Technical Services
FLSA: Non-Exempt

Job Purpose and Summary

Performs a wide variety of materials preparation functions on new and repaired library materials to prepare them for public use. Mends, repairs, and cleans library material for Yakima Valley Libraries. Will uphold the concept of Intellectual Freedom, based on the First and Fourth amendments to the US Constitution, which affords all library users the right to seek and receive information on the subject of one's interest without examination or scrutiny by others.

Supervision Received and Exercised

Receives general supervision from assigned supervisory staff.

Essential Duties and Responsibilities

Any of the following duties may be performed. These examples are not necessarily performed by all incumbents, however, and do not include all specific tasks an incumbent may be expected to perform.

1. Welcomes and serves patrons of the library using high quality customer service practices. This includes: greets customers sincerely, speaks in a friendly manner, welcomes and serves customers without regard to race, color, religion, gender, sexual orientation, national origin, perceived or real disability, age, ancestry, or other characteristics; acknowledges customer's presence as soon as possible, even if occupied; does not communicate any value judgment when interacting with customers, and verifies that customer's needs are met.
2. Performs physical processing of library media in all formats. Unpacks boxes, checks in materials received, and preps items for shipping to assigned libraries.
3. Assists with the physical processing of library books and other types of materials, which may include bar-coding, labeling, stamping, attaching plastic jackets or covers.
4. Repairs or re-cases library media, as required. Responsible for media re-surfacing.
5. Pre- and post-processing which includes: prepare and affix library labels, attach or insert theft detection strips, apply a variety of stamps, organize materials on book trucks for catalogers.
6. Laminates book covers, signs and posters and other library materials. Laminates other materials for other departments as it fits into the flow of laminating for Technical Services.

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7. Process discards, prep for book sales as assigned.
8. Mends, cleans, and repairs library materials.
9. May assist with ordering supplies.
10. Performs other duties as assigned.

Qualifications

1. High School diploma or equivalent.
2. One year of related, detail-oriented work experience is desirable.
3. In lieu of 1-2 above, equivalent technical training, education, and/or experience may be substituted.
4. A valid Washington driver's license.

Knowledge of:

1. Basic alphabetic and numeric filing methods.
2. Basic mathematical principles.
3. Basic principles of design and display.
4. Current office methods, equipment, practices and procedures including PC usage and familiarity with word processing, emailing systems, and web-based searching.

Skill in:

1. Keyboarding, word processing or entering data at a speed and accuracy level necessary for successful job performance.
2. Developing and maintaining good working relationships.
3. Listening to, understanding and interpreting information received from library customers and library employees.

Ability to:

1. Gain thorough knowledge of the library's policies, procedures and programs.

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2. Learn library materials processing, finishing, and mending methods and procedures and perform processing, finishing, and mending procedures quickly, accurately, neatly and independently.
3. Learn safe, and effective methodologies for using glues, solvents, and processing and mending equipment.
4. Establish priorities and organize workload; manage time effectively and remain on task despite interruptions.
5. Learn and practice the principles of intellectual freedom.
6. Establish and maintain a pleasant and productive working atmosphere and maintain composure and work under the stress of handling several tasks at one time.
7. Work and communicate effectively with diverse staff in order to accomplish library goals and objectives.
8. Operate relevant processing and mending equipment, including laminator, paper cutter, photocopier, computer, and printers.
9. Attend work on a regular and dependable basis.

Work Environment and Physical Demands

1. Normally seated, standing or walking at will.
2. Normal physical activity including some bending, pushing, pulling, and lifting and carrying, which may range up to 45 lbs. upon occasion. Pushing/moving library materials weighing up to 120 pounds with mechanical assistance, such as cart or dolly upon occasion.
3. Some usage of solvents and glues for processing and cleaning; use of laminator and paper cutter.
4. Phone usage, reading, speaking, and listening required.
5. Interaction with other staff members will be necessary for information and to resolve situations or problems.

Signature

Date