

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

Job Purpose and Summary

Performs a variety of technical and clerical tasks related to the Technical Services Department to support the following activities: physical processing of library materials, book and/or media repair, and distribution of outgoing new library materials under the supervision of the Technical Services Manager and/or Technical Services Supervisor.

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. Unpacks incoming books and media, and sorts for physical processing.
2. Responsible for the physical processing of library books and other types of materials, which may include adding barcodes, stamps, labels and theft detection, and attaching protective jackets.
3. Laminates book covers, signs and posters, and materials for other departments upon request.
4. Post-processes materials after cataloging and distributes for shipment to assigned library.
5. May repair and/or re-case library media, as necessary.
6. May process and check-in magazines.
7. Processes withdrawn materials.
8. Mends, cleans and repairs library materials.
9. May order and maintain supplies.
10. Performs other duties as necessary.

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.

Knowledge of:

1. Basic alphabetic and numeric filing methods.
2. Customer services standards and protocols.
3. English language usage, spelling, grammar, and punctuation.
4. Knowledge and support of the principles of intellectual freedom.
5. Current office methods, equipment, practices and procedures including PC usage and familiarity with word processing and spreadsheet software, 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 Yakima Valley Libraries' policies, procedures and programs.
2. Learn library materials processing and mending methods and procedures.
3. Learn safe and effective methodologies for using glues and solvents.
4. Establish priorities and organize workload; manage time effectively and remain on task despite interruptions.
5. Clearly, succinctly, and effectively communicate ideas and thoughts, both verbally and in writing, with a diverse population.

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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. Operate relevant processing and mending equipment, including laminator, paper cutter, photocopier, disc repair machine and computers and printers.
8. Attend work on a regular and dependable basis.

Work Environment and Physical Demands

1. Normally seated, standing or walking at will.
2. Some use of solvents and glues for processing and cleaning; use of laminator and paper cutter.
3. May be required to stand, walk, stoop, kneel, reach, bend, and/or crouch; lift, carry and/or grasp up to 45 lbs. and/or push and/or pull objects weighing up to 120 lbs. with mechanical assistance, such as a cart or dolly.

Signature

Date