

Hardin County Public Library

Technical Services Assistant

Reports to:	Head of Tech Services
Job Classification/Status:	Part-time, 20 hours
Hourly rate:	Set by Library Director

Job Description:

Under the supervision of the Head of Technical Services, the Technical Services Assistant performs a broad range of administrative and support duties. A primary responsibility is preparing cataloged materials for circulation, ensuring they are accurately processed, repaired, and ready for use by the community. This role also provides support at the circulation desk, evaluates donated materials, and contributes to the overall mission of the library.

Responsibilities:

- Processes all cataloged items for the library and bookmobile, including:
 - Covering, laminating, labeling, and preparing for circulation
 - Maintaining repair supplies and inventory
- Repair circulating items (books, audiovisual materials, and CDs)
- Recommend replacements for damaged or outdated items
- Sort and evaluate donated items for circulation, book sale, giveaway, or disposal
- Maintain records of book trusts, endowments, and technology inventory
- Assist patrons with damaged or lost item concerns
- Perform circulation desk duties as needed
- Perform other duties as assigned

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- Customer service experience
- Meticulous attention to detail a must
- Ability to manipulate and process books, materials, and other forms of media
- Ability to perform repetitive tasks for an extended period of time
- Ability to work independently and with coworkers in a wide variety of situations with minimal supervision
- Ability to use all technology applicable to the essential functions of the job and commonly used by the Library

Experience and Education Requirements:

- Education: High School diploma or equivalent is required
- Previous library experience is preferred, but not required
- Basic proficiency with the Internet and common productivity software such as MS Office

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform these functions.

- Ability to move and/or lift materials up to 25 pounds
- Ability to push a loaded book truck weighing up to 200 pounds
- Manual dexterity to process, repair, and prepare library materials
- Meets regular and punctual attendance standards
- Regularly required to stand, walk, bend, kneel, reach, climb, balance, and sit
- Ability to operate a keyboard at efficient speed and use typical office equipment, including computer hardware
- Regularly required to talk and hear; use hands to operate objects, tools, or controls; and reach with hands and arms

Note: This job description is intended to illustrate the general nature and level of work performed. It is not an exhaustive list of all duties, responsibilities, and qualifications required of employees in this position.

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