**Reddick Public Library District**

## JOB DESCRIPTION

### **TITLE:** Technical Services Assistant **SALARY REVIEW:** Annually

**CLASSIFICATION:** Part-time, Non-Exempt

**REPORTS TO:** Technical Services Coordinator

**Duties:**

* Types call numbers for all materials.
* Types and applies series labels to appropriate items.
* Tapes book spines.
* Applies book jackets.
* Stamps property stamp on all books and magazines.
* Places property stamp on all AV items.
* Notifies Technical Services Coordinator when supplies are needed.
* Keeps a neat and orderly work space.
* Establishes and maintains effective working relationship with co-workers and the general public.
* Performs other duties as assigned to ensure quality patron service and efficient operation of the library.

**Qualifications:**

* Minimum high school diploma or equivalent.
* Ability to work evenings and weekends.
* Ability to follow written and oral instructions.
* Ability to operate office equipment.
* Ability to complete assigned tasks with limited supervision.
* Ability to bend, lift, and carry up to 40 pounds.
* Ability to stand for prolonged periods of time.
* Ability to relate to co-workers in a positive and responsive manner.