



THE SHERMAN LIBRARY

THE SHERMAN LIBRARY ASSOCIATION Job Description-Tech Services Library Assistant

JOB SUMMARY: The tech services library assistant works closely with our small staff and helps keep the library running smoothly during daily operations. Performs responsible and varied work in circulation, interlibrary loan, materials processing and shelf maintenance. Assists patrons in finding information and using library services and facilities. Performs bookkeeping, data entry and generates statistical reports.

REPORTS TO: Director.

PRINCIPLE RESPONSIBILITIES AND DUTIES

PATRON SERVICES

Helps establish and maintain a high customer service performance standard.

Performs full range of circulation desk duties including issuing library cards, checking materials in and out, reserving books, collecting fines, and answering the phone.

Advises patrons about library services, materials, resources and computers. Oversees appropriate use of the facility.

Responds to requests for information from patrons in the library, through email and by phone or refers inquiries to director.

Accepts book donations for the book sales.

TECHNICAL SERVICES

Processes new books, audio books and DVDs including verifying book deliveries, checking invoices, labeling and covering materials and entering data into the computerized catalog.

Manages the library collection by culling outdated, unused and damaged items, keeping shelves properly organized, repairing books and recommending purchases based on readers' interests and requests.

Selects and orders DVDs for the adult collection.

Manages Interlibrary Loan program including ordering, sending and receiving materials for patrons and book discussions. Maintains monthly statistics.

Generates various reports and spreadsheets.

Makes recommendations to Bibliomation for improving or changing the open source integrated circulation system.

LIBRARY SERVICES

Opens and closes the library.

Assists in training and supervising staff and volunteers.

Picks up and processes mail.

Maintains inventory and orders supplies.

FINANCIAL OPERATIONS

Processes library invoices in Quick Books in a timely manner. Organizes and maintains monthly files.

Enters in Quick Books proceeds from various fundraising events.

Enters membership, gifts, grants and other donations in the Giftworks database. Assists in generating appropriate response letters.

Makes bank deposits.

ADDITIONAL DUTIES

Assumes responsibility of daily library operations in absence of director.

Stays informed of upcoming adult and children programs, book sales and other events.

Performs special duties as assigned.

Attends workshops and conferences.

KNOWLEDGE, SKILLS AND ABILITIES

Demonstrates a working knowledge of library principles and practices.

Understands computers and automated library systems.

Proficient in Microsoft Word and Excel.

Works in a pleasant and effective manner with patrons, co-workers, and volunteers.

Works independently and takes initiative to successfully complete duties.

Enjoys reading and using other library materials and helping others of all ages enjoy library resources.