

## **Library Assistant – Technical Services (Regular Part-Time)**

### ***General Statement of Duties***

The Library Assistant –Technical Services (regular part-time) is expected to perform a variety of library circulation and technical services procedures. The Library Assistant – Technical Services (part-time) will be expected to work some evenings and weekends.

### ***Supervision Received***

Library Director; Technical Services Librarian; Circulation, Programming, and Outreach Librarian

### ***Physical Requirements***

Must be able to communicate with patrons, must be able to respond to visual prompts on the computer terminal, and must be able to shelve and/or retrieve books from top and bottom shelves. Must be able to lift forty pounds and carry it across the library. Must provide own transportation in the conduct of duties.

The physical demands are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable an individual with a disability to perform the essential functions.

### ***Experience and Training***

Bachelor's degree or some post-high school education combined with an experience equivalency where one year of full-time relevant work experience equals one year of education.

The experience and education requirements may be waived at the discretion of the library director.

Approved March 19, 2019