



## **Technical Services Associate Job Description**

Fair Labor Standards Act: Non-Exempt (hourly pay), Full-time (32 hours) Compensation Range: \$18 to \$20 per hour. This position qualifies for vacation, sick pay, medical and other benefits.

**Scope of the Position:** Under the supervision of the Adult Services Librarian, the Technical Services Associate primarily downloads or creates bibliographic records for incoming acquisitions to ensure optimal discoverability and organization of materials within Rampart Library District's catalog. The associate will also serve customers in adult services department, as needed, at the Woodland Park Library. Technical service tasks will also include the processing of physical materials, such as labeling, taping, stamping, applying security devices, etc.

### **Duties and Responsibilities**

- Imports and edits MARC bibliographic records from OCLC.
- Performs some original cataloging.
- Classifies all new materials per established standards.
- Corrects problems with bibliographic records in the integrated library system.
- Assists in preparing physical materials with barcodes, labels, covers, and more.
- Unpacks and checks shipments of new materials.
- Weeds and discards items in all departments as needed
- Provides excellent reference and readers advisory service as needed.
- Assists customers in locating information and using library collections.
- Troubleshoots technology and internet issues.
- Collaborates and communicates effectively with staff, patrons, and colleagues.
- Continues to grow through professional development.
- Performs other duties as needed.

### **Knowledge, Skills, and Abilities**

- Attention to detail.
- Knowledge of bibliographic-maintenance standards and practices.
- Advanced skills in word processing, online search tools, and Integrated Library Systems (ILS).
- Proficiency in verbal and written communication.
- Ability to work with a teams, as well as independently
- Excellent customer service skills when engaging both patrons and colleagues.

### **Education and Experience**

- A certificate or degree in Library Science or a similar field, or,

- At least one year of experience in cataloging materials for a library or museum, or,
- Any combination of experience and education that will enable successful execution of duties.
- Customer service experience strongly preferred.

**Work Environment and Physical Demands**

- Frequent computer use.
- Frequent contact with the public
- Ability to lift, reach, carry, push, pull, bend, and stoop. Must be able to lift up to 40 pounds.
- Ability to push and shift wheeled carts up to 50 pounds.
- Ability to work throughout the library, in a variety of functions and departments.

Note: This job description is not an employment contract. The Director reserves the right to alter this job description at any time without notice. Any employment relationship with the Library is legally considered to be one of employment-at-will, in which either party may terminate this relationship for any reason at any time.