

Are you a people-person and enjoy helping others? Galax-Carroll Regional Library seeks a full-time Technical Services Assistant to help receive & process new materials, assist at the circulation desk at the Galax & Carroll County public libraries, and other duties as assigned. HS diploma or GED, ability to lift 10 pounds; some evenings/weekends required. Attention to detail a must. Computer experience essential, library experience, customer service experience a plus. **Send City of Galax application, cover letter, resume, and three references to Trish Fore, Director, Galax-Carroll Regional Library, 610 W. Stuart Drive, Galax, VA 24333.** Position open until filled. The Galax-Carroll Regional Library is an Equal Opportunity Employer.

Library Assistant – Technical Services

Revised 4/2024

FLSA Status: *Non-Exempt*

General Definition of Work

Performs skilled administrative support work operating the circulation desk, providing assistance as needed in various sections of the library, assisting patrons in use of library equipment and locating library materials, preparing materials for circulation, maintaining records and files, and related work as apparent or assigned. Regional position, one day/week spent at the Carroll County Public Library. Work is performed under the limited supervision of the Regional Library Director and Assistant Director.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Functions

- Greets visitors; answers telephone; receives and responds to requests for basic information.
- Assists patrons with location, selection, checking in and out of library materials; registers new patrons.
- Assists patrons in use of catalog, computer, printer, and copier.
- Maintains sufficient knowledge of available resources in print and non-print formats for reader's advisory suggestions; performs ready reference and other appropriate research, referring questions outside scope of knowledge and/or skill level to appropriate source.
- Sorts incoming materials; inspects materials for damage; reshelves material according to classification.
- Produces morning reports and retrieves titles available; assists with the preparation of intra-library transfers and reserve requests; notifies patrons when items are received.
- Accepts and accurately documents all incoming fees and fines; places in cash drawer.
- Serves as a passport acceptance agent.
- Receives and processes incoming mail.
- Assists with other tasks as assigned.
- Technical Services Support - Assists with processing new materials: checks invoice against merchandise; researches classification for possible call numbers, makes and attaches appropriate labels; stamps each item; barcodes each item; covers books with laminate or jacket covers; prepares list of new items for library staff and public.

Knowledge, Skills and Abilities

General knowledge of basic library procedures, methods and techniques; general knowledge of the library circulation functions; general knowledge of office procedures and records maintenance techniques; ability to exercise initiative and independent judgment; skill in the use of library equipment, materials and resources; ability to communicate ideas effectively, both orally and in writing; ability to establish and maintain effective working relationships with library patrons and associates. Attention to detail is essential.

Education and Experience

High school diploma or GED, or equivalent combination of education and experience.

Physical Requirements

This work requires the occasional exertion of up to 10 pounds of force; work regularly requires walking and using hands to finger, handle or feel, frequently requires speaking or hearing, stooping, kneeling, crouching or crawling and repetitive motions and occasionally requires standing, sitting, reaching with hands and arms, pushing or pulling and lifting; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, operating machines and observing general surroundings and activities; work has no exposure to environmental conditions; work is generally in a quiet location (e.g. library, private offices).

Special Requirements

None.