Job Title: Library Technical Assistant

BCAT Code: 09ZX01  Effective Date: April 1, 2007
Pay Grade: G09    FLSA Status: Non-Exempt  Revision Date: July 1, 2013

General Description
Performs specialized work, such as the coordination, planning, direction and control of work within a Library unit.

Examples of Duties
- Assumes responsibility for the work performed within a unit of the Library.
- Assists patrons in the use of the Library.
- Monitors the collections, inventory control, and the facilities.
- Supervises and trains lower level Library Assistants.
- Files interlibrary loan requests for books and other materials.
- Maintains the catalog records.
- Performs the on-line check-in of serial and continuation titles.
- Encodes, enters and edits serial records.
- Identifies and packages materials for binding.
- Organizes, enters, and verifies on-line orders.
- Serves as departmental specialist on computer systems and software.
- Monitors student records for enrollment status.
- Serves as desk supervisor and manages the workflow of the unit.
- Processes orders and provides follow-up on orders.
- Supervises the check-in, claiming, and shelving of periodicals.
- Assigns lockers and study areas.
- Assists in the development of policies and procedures for the assigned area.
- Assists lower level Library Assistants in performing duties, and provides backup support as needed.
- Performs other related duties as assigned.

Knowledge, Skills and Abilities
- Considerable knowledge of the library cataloging system and subject headings.
- Knowledge of various computer packages.
- Knowledge of policies and procedures of assigned areas.
- Working knowledge of microcomputers.
- Effective time management skills.
- Effective oral and written communication skills.
- Effective organizational skills.

Minimum GSU Hiring Standards
High school diploma or GED and three years of library, customer service, or office experience. Supervisory or lead worker experience may be required for some positions.

The above is a general description of duties performed by employees holding this job title and does not represent a complete list of duties that may be assigned to an employee.