

KEWASKUM PUBLIC LIBRARY  
JOB DESCRIPTION

Position Title: Library Technical Services Assistant  
Reports to: Library Director  
FLSA Status: Non-exempt  
Pay Grade: 2 (\$13.48 an hour)  
Hours: 20 hours a week including nights and weekends

**General Job Description**

The Technical Services Assistant is responsible for the processing of materials received by the library and copy cataloguing of received items. This position also performs a wide variety of general library work assisting patrons with daily library operations such as helping find materials, using the Monarch catalog, using the computer, answering questions and making copies. It also involves checking items in and out using the Polaris system.

**Essential Duties and Responsibilities**

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Receive and process books, DVDs, music CDs, audio books and other new acquisitions.
- Verify accuracy of shipments and receipt of ordered items in good condition.
- Provide copy cataloguing in current standard in all formats.
- Update item and bibliographic records as needed.
- Provides basic reference help.
- Check materials in and out, renew items, and empty book drops.
- Find requested items for hold alerts, bundle, and route to designated libraries.
- Sort incoming material from other libraries.
- Issue new cards, answer patron questions and reserve materials.
- Assist patrons with computers and making copies.
- Collect revenue from fines and copies.
- Maintain the confidentiality of patron records.
- Answer phones.
- Open and close the library.
- Required 1-2 evenings per week, 1-2 Saturdays per month, and flexible availability to meet the demands of the library.

Additional Duties May Include

- Repair books and other library materials.
- Read and straighten shelves.
- Re-shelve items.
- Light cleaning.
- Other duties as assigned.

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**Position Requirements**

- High School diploma or equivalent.
- Basic knowledge of library operations, services and materials.
- Knowledge of computers, Microsoft Windows and the internet.
- Effective customer service and communication skills.
- Ability to function in a team setting.

**Working Conditions**

Work in the library requires either standing or sitting at a computer terminal for extended periods of time. May be required to lift heavy books or office supplies from the floor or lift overhead. Must be able to read library materials and computer screens. The ability to communicate orally and in writing with library patrons, Library Director, other employees, and volunteers is required.

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Employee Signature

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Date