



Starkville-Oktibbeha County Public Library System Job Description – Technical Services Associate

Job Title: Technical Services Associate

Supervisor: Director, Assistant Director

Direct Reports: Interns and Volunteers in Technical Processing

Job Summary

This full-time employee, under the general supervision of the Director, performs training, technical service, research, planning, and coordination work for the Starkville-Oktibbeha County Public Library System in the general area of technical services. Provides overall supervision and direction of the department, including supervision of day-to-day operations of assigned volunteers and interns, develops and manages technical services, and implements and maintains technology throughout the library system. This staff member is also tasked with handling all duties in association with interlibrary loan and the Mississippi Library Partnership. Performs all other duties assigned by Assistant Director and/or Director.

Key Responsibilities

- Plans, organizes, administers, and coordinates acquisitions, cataloging and inter-library loan procedures and activities;
- Ensures a safe working environment for technical services staff;
- Prepares and submits various reports in a timely fashion;
- Represents technical services interests as required;
- Develops concepts, practices, techniques and innovations to improve the quality, productivity and variety of technical services; attends workshops to acquire new skills and refine and maintain others;
- Assists in libraries when needed;
- Ability to exercise judgment in non-routine situations;

Core Competencies

Work Ethic: is productive, diligent, conscientious, punctual and efficient; abides by and enforces policies and procedures; participates in professional development activities.

Service Orientation: Seeks to understand the needs and expectations of the library; strives to meet or exceed the needs; treats library staff with respect, responding to requests in a professional manner.

Communication: Concisely and accurately answers questions, explains or conveys information to library staff; demonstrates effective oral and written communication skills.

Self-Management Skills: Effectively manages emotions and maintains a positive attitude; works effectively and cooperatively with others; manages time wisely. Prioritizes tasks appropriately and effectively multitasks.

Library Technology: Proficient in operating, implementing, and maintaining computer equipment and utilizing various software programs; proficient in electronic search techniques in the library catalog, online databases and the Internet; proficient in operating other office technology including FAX, copier, printer, etc.

Professional Maturity: Manages conflict and diffuses situations; knows when to refer an issue to the appropriate management level or when to notify police or emergency services; maintains confidentiality.

Working Conditions

Occasional Saturday work required. Occasional and potentially demanding contact with the public; may have to work alone, all day, for consecutive days, in a branch. Tasks may be repetitive and may require sitting or standing for long periods; ability to work both independently and as part of a team; must deal with mathematical computations; tasks require attention to detail. Occasionally must work with all age groups from toddlers to senior citizens; will have to use step stools, book trucks, vacuums, and dollies; will have to lift upwards of 50 pounds. May encounter dusty situations and climate control may not always be available.

Physical Demands

Locate and obtain books and materials throughout the library of a wide variety of shapes and sizes; stand or sit at a computer workstation for extended periods of time (high manual dexterity, limited movement or change of position); reach library materials at high and low levels (bending, stooping, squatting, twisting, turning, and reaching above head using a stool required); use of repetitive motion of hands and arms; push fully loaded book carts across the library room, lift and carry materials which may weigh up to 45 lbs. (boxes of books, equipment, furniture), push/pull up to 100 pounds (on dollies or wheeled book carts) and do speed work with hands and forearm rotation; visual acuity needed to read computer screens, library material spine labels, etc.; may be exposed to dust and changes in temperature.

Disclaimer

The above declarations are not intended to be an all-inclusive list of the duties and responsibilities of the job described, nor are they intended to be such a listing of the skills and abilities to do the job. Rather they are intended only to describe the general nature of the job.