Classification Specification for Classified Service

Page 1 of 2

Title: Library Media Technical Assistant 2

Pay Scale Group: 60

Essential Function

Under general supervision, perform basic to intermediate library support activities, where policies and procedures are established. Tasks require the interpretation of policies and procedures, as well as the use of multiple procedures, and library tools in order to resolve problems. Provide support to supervisor by overseeing multi-step projects. Serve as a resource to lower level personnel.

Characteristic Duties

1. Provide basic to intermediate public assistance to library patrons.
   • Search local and national databases and bibliographies to verify, identify and locate requested materials for patrons.
   • Conduct basic reference interview with patron to determine needs. Ask a series of questions to narrow options. Refer to higher level staff when appropriate.
   • Identify and demonstrate a core set of basic library reference tools and resources.
   • Provide intermediate interpretation of local and state wide on-line catalogs and database (e.g., interpret various screens, limitations; interpret subject headings; interpret/explain the meaning of the various holdings and non-standard codes).
   • Provide basic interpretation of other databases (e.g., CD-ROM Network, Internet). Input basic terms, print citations, and interpret citations.

   Perform basic to intermediate processing of library materials.
   • Oversee/coordinate multi-step processes and projects which require budgeting of time, obtaining information from a variety of sources, and some decision making (e.g., holds, recalls, D.O.s, reserves).
   • Monitor material shipment bills from vendors. Solve routine billing problems, determine where error originated (vendor/library) and ensure that bill is adjusted.
   • Search local/national databases and bibliographies to identify bibliographic/authority records created by other agencies.
   • Perform basic to intermediate record maintenance (i.e., resolve problems with: patron, item, bibliographic and check-in records).
   • Perform basic to intermediate maintenance of web pages.
   • Edit bibliographic records (e.g., added copies, transfers, and withdrawals).
   • Perform copy cataloging requiring minimal changes or corrections to records, primarily for monographs.
   • Delete bibliographic and associated records from local and national databases, under direction.
   • Create patron, check-in, order and brief bibliographic records.
   • Receive materials ordered by the library and verify invoice, item and on-line record.

Collection Management
• Perform routine repair of books and apply most appropriate techniques (e.g., tip-ins, ripped pages, loose spines, slip cases, etc.).
• Maintain and operate machinery and power equipment used for book repair.
• Resolve item and bar-code problems (e.g., complex multi-piece sets, bound with items).
• Perform simple media production projects (e.g., backing up hard drives; simple dubs of videotapes).
• Perform basic troubleshooting of media and computer equipment.

An affirmative action/equal opportunity institution
Title: Library Media Technical Assistant 2

- Perform immediate media repair and maintenance (e.g., repairing cassette housings; installing new cable connectors and AC plugs).
- Resolve problems concerning missing materials.
- Create list from on-line database and perform basic analysis.

2. Provide departmental support or technical assistance.
   - Compile statistics from a variety of sources; run queries and/or create basic reports to aid in decision making.
   - Train or act as resource person for subordinate staff members.
   - Functionally supervise three or more student workers and occasionally staff.
   - Serve as a liaison with vendors and other university departments and resolve basic problems.

Unusual Working Conditions

- N/A

Minimum Qualifications

- High school/GED diploma and at least one year library work experience. At least 3 months of that experience in a computer based environment; OR an Associate’s degree in Library Science plus three months library work experience in a computer based environment. Ability to enter and retrieve data from a computer.

- In order to perform the essential duties, some positions may require the ability to stoop and bend, lift materials weighing up to 40 lbs., ability to move loaded book trucks weighing up to 100 lbs.