

# Riverside Regional Library

## Assistant Technical Services Supervisor

**Job Classification: 3**

**Responsibilities:**

Responsible for the cataloging, processing and maintenance of printed materials for the use of library patrons and staff, and for the maintenance of records of acquisitions by the library system. The Assistant Technical Services Supervisor is under the supervision of the Technical Services Supervisor.

**Education/Work Experience:**

- High School Diploma or GED; Bachelor's degree or college courses in relevant area (education, business, English). desirable, but not required.
- At least three years' library experience; experience in cataloging, processing, or other technical services desirable.
- Experience/training in computer technology.

**Special Requirements:**

- Knowledge of the Dewey Decimal System, research methods, and literature.
- Ability to work well with the public, dealing with patrons tactfully and courteously.
- Ability to complete tasks; pay attention to accuracy; work with interruptions.
- Ability to maintain confidentiality of patron records and sensitive information.
- Ability to accept direction from and effectively communicate with Department Supervisor.
- Ability to establish and maintain positive and cooperative working relationships with co-workers, Department Supervisor, and Director.
- Ability to effectively supervise department staff and volunteers in the absence of the Department Supervisor.
- Ability to adapt to changing job conditions.
- Ability to coordinate multiple tasks simultaneously.
- Ability to use a computer and operate library machines; ability and willingness to learn how to operate new equipment and learn new software programs.
- Availability to work evenings and weekends.
- Physical dexterity and the physical ability to lift up to 40 pounds, bend, reach, and spend up to 4 consecutive hours standing and walking.
- Ability to communicate fluently in English, both orally and in writing; type; file; calculate; read written material at a minimum of ¼ inch magnification; maintain records.
- Ability to work with minimum supervision.
- Ability to perform professional duties requiring adherence to standards of accuracy, timeliness, tact, and confidentiality.

**Specific Duties:**

- Demonstrates a thorough knowledge of the library automation system. Keeps up to date with changes to the system. Contacts TLC for information and assistance as needed.

- Performs cataloging of library's print materials. Creates MARC catalog records for library's online catalog; uses copy cataloging whenever feasible.
- Processes library print materials and/or trains library clerks and volunteers how to process materials and oversees their work. Processing includes making and adding spine labels to books, adding barcode labels, covering dust jackets with clear plastic covers, covering some paperback and softcovers with clear plastic; ownership stamping, and more.
- Maintains library webpage on the Internet. Keeps webpage up to date at all times. Requires basic knowledge of HTML, FTP, and Microsoft Front Page.
- Responsible for all book repairs that involve glue, book covers, and tape.
- Prepares monthly circulation statistical reports for use by the Director and staff.
- Prepares monthly cataloging statistical reports for both print and nonprint materials.
- Writes, designs, and produces monthly system-wide library newsletter/calendar ("Currents") which lists new books and AV added to the collection in the last month, calendar of upcoming events, and other items of interest to patrons. Currents is distributed at all Riverside facilities
- Lists library events on local area web calendars on the Internet.
- Leads the monthly Book Discussion Group for adults at Central.
- Maintains adequate, accurate records of book purchase orders; checks book shipments and invoices; notifies Supervisor of problems with shipments.
- Responsible for seeing that daily back-up tape of main computer server is made.
- When needed, performs required work at the circulation desk for checking in and out library materials and issuing library cards to library users. Assists library users by answering questions, locating and obtaining materials.
- Performs regular scheduled computer maintenance on staff computers in Technical Services Department.
- Attends training workshops, conferences, and/or other continuing education opportunities that relate to job duties.
- Assists in developing the collection by suggesting titles or subjects that are needed at Central and/or the branches.
- Coordinates ordering of supplies with office manager.
- Performs other duties as assigned.

*Approved by the Board of Trustees April 22, 2004*