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Job Specification

TECHNICAL LIBRARY ASSISTANT

DEFINITION

Under direction of a Supervising librarian in a state department, institution or College Library, is responsible for supervising and personally performing the detailed technical work connected with the Library Book Collection process, the Document Depository function, the Library's Serial and Periodical Records process or other technical area; does related work as required.

NOTE: The examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job specification. Conversely, all duties performed on the job may not be listed.

EXAMPLES OF WORK:

Is responsible for the preparation and processing of books using the OCLC Online Cataloging and Union Catalog Subsystem Data Base; inputs and edits records to system and performs retrospective conversion of older holdings to current OCLC System.

Coordinates the document depository function including the distribution, the mailing and the storing of materials received from state agencies.

Maintains the State Library's Serials and Periodicals including processing of orders, verifying daily receipts and expediting the claim of lost issues.

Coordinates the maintenance, scheduling, and operation of the computer terminal and printer, tape duplication program and the machine lending service of the service for the blind and handicapped.

Verifies interlibrary loan request citations and locates requested book titles and periodical articles through use of the Library's Card Catalog, the OCLC automated union catalog, the interlibrary loan subsystem and the COM produced book and serials lists.

Supervises the nonprofessional aspect of the book circulation system including the staffing of the circulation desk and the maintenance of borrowers' files.

Supervises the nonprofessional support for the shelving and shifting of the collections, the pulling and preparation of materials for discard, binding or rebinding, shipping and general maintenance of the book stacks.

Coordinates the operations of a photocopy center involving the processing of copies of material in response to patron requests; oversees the maintenance of equipment and supplies.

Processes and verifies book orders and receipt of materials from vendors; monitors vendor performance and fund accounting.

Maintains the card catalogs and shelf-list; makes revisions in the OCLC Data Base and COM Catalog.

Plans, organizes and assigns the work of the organizational unit and evaluates employee performance and conduct, enabling the effective recommendation of the hiring, firing, promoting and disciplining of subordinates.

Will be required to learn to utilize various types of electronic and/or manual recording and computerized information systems used by the agency, office or related units.

REQUIREMENTS:**EXPERIENCE:**

Four (4) years of experience in work involving the processing of technical clerical work in a library, one (1) year of which shall have included the supervision of Library Assistants or other clerical titles.

NOTE: Applicants who do not possess the required experience, may substitute one (1) year of the required supervisory experience with thirty (30) semester hour credits in a Librarian Technician course at an accredited college.

LICENSE:

Appointee will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

KNOWLEDGE AND ABILITIES:

Knowledge of the general principles, procedures, standards and techniques of library service and their application.

Knowledge of the principles of bibliographic description as it relates to copy cataloging and verification of citations for interlibrary loan, acquisitions, documents and serials work.

Knowledge of the principles of the MARC (Machine Readable Cataloging) code format, the ISBD (International Standard Bibliographic Description) coding and OCLC input standards which are used to enter records into the OCLC Data Base.

Knowledge of the policies, protocols and procedures used to search, input and retrieve records on the computer terminals associated with commercial utilities such as OCLC and RLIN and with the Library's stand-alone systems such as the Library for the Blind and Handicapped circulation control system.

Knowledge of the protocols and procedures relating to the use of print and non-print bibliographic tools used to verify titles for book ordering, for patron requests or for interlibrary loan work.

Knowledge of the principles of the organization of the card catalog filing routines and classification schemes used at the State Library or at the Library for the Blind and Handicapped.

Knowledge of the policies and procedures relating to the acquisition of library materials including book and series jobber services, order routines, book fund accounting and vendor and state invoice forms.

Knowledge of the policies and procedures relating to circulation and loan of State Library materials and the operation of the circulation control desk.

Knowledge of procedures for the operation and maintenance of specialized tape duplicating, recording and reading equipment used at the Library for the Blind and Handicapped.

Ability to comprehend, interpret and implement library policies and procedures and to operate equipment related to the activity being performed.

Ability to organize a complex operation, give suitable assignments and training to a group of Library Assistants and/or clerical employees at various grade levels and to supervise the performance of their work.

Ability to analyze problems arising from work outlines and develop or recommend effective solutions.

Ability to acquire answers or refer questions and to negotiate, solve or refer complaints related to the activity being performed or supervised whether received from State Library patrons, staff or vendors supplying services.

Ability to prepare and supervise the preparation of letters which involve routine replies.

Ability to prepare and supervise the preparation of reports and summaries based upon data, information and records maintained.

Ability to supervise the organization and maintenance of complex files.

Ability to learn to utilize various types of electronic and/or manual recording and information systems used by the agency, office or related units.

Ability to read, write, speak, understand or communicate in English sufficiently to perform the duties of this position. American Sign Language or Braille may also be considered as acceptable forms of communication.

Persons with mental or physical disabilities are eligible as long as they can perform essential functions of the job with or without reasonable accommodation. If the accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible.

This job specification is applicable to the following title code:

Job Spec Code	Variant	State, Local or Common	Class of Service	Work Week	State Class Code	Local Class Code	Salary Range	Note
74135		S	C	35	17	N/A	S17	-

This job specification is for **state** government use only.
Salary range is only applicable to state government.
Local salaries are established by individual local jurisdictions.

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