



Franklin County Library System

WE CREATE LEARNING OPPORTUNITIES THAT LEAD TO PERSONAL DISCOVERY, GROWTH, AND ENJOYMENT.

JOB DESCRIPTION

POSITION: Technical Services Assistant

LOCATION: System Offices - Processing Department

REPORTS TO: Technical Services Manager

Primary Responsibilities:

- I. Essential Functions (*performed with or without reasonable accommodation*)
 - A. Processes all types of materials (i.e. books, DVDs, kits, etc.) for branch libraries.
 - B. Tracks materials and supplies needed to process items.
 - C. Sorts processed materials into appropriate delivery bags.
 - D. Sorts donated materials to be cataloged for branch libraries.
 - E. Fills in for Delivery as needed.
 - F. Adds periodical titles to the catalog at the direction of the Technical Services Manager.

- II. Delivery Driver
 - A. Drives delivery vehicle to 3-9 libraries daily, 5 days per week.
 - B. Transfers materials to and from the delivery van and libraries, lifting loaded tote bags weighing 30-50 lbs each.
 - C. Sorts delivery items according to library designations.
 - D. Coordinates with Outreach and the Business Office to make appointments for vehicle repairs, inspections, etc.
 - E. Assists with scheduled maintenance and repair of FCLS vehicles.

- III. Library Services
 - A. Works with their immediate supervisor to create their schedule.
 - B. Provides backup support as a library assistant when needed, *including but not limited to*:
 1. Greets customers and offers assistance.
 2. Registers new borrowers and maintains borrowing records.
 3. Assists customers in locating library materials, including online resources and databases.
 4. Reserves items that meet customer needs.
 5. Checks materials in and out of the library.
 6. Answers the telephone in a professional and courteous manner.
 7. Signs computer users in and assists as needed.
 8. Records receipt of payments, donations, and other income.
 9. Organizes, cleans, and shelves library materials.
 10. Provides readers' advisory and ready reference services when able; consults with a professional librarian for further reference assistance when needed.
 11. Upholds and enforces library policies.



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IV. Other duties as assigned.

Required Qualifications:

- I. Must have a valid driver's license.
- II. Basic to intermediate computer skills.
- III. Interest in books, libraries, and literacy.
- IV. Ability to serve patrons in a professional manner, including listening and communicating clearly in person, in writing, and on the telephone.
- V. Ability to speak, hear, see, sit, stand, kneel, crouch, climb, balance, grasp, reach above the shoulders, shelve and retrieve materials on standard library shelves, lift or move a minimum of 40 lbs, and push/pull a loaded book cart.
- VI. Must complete and pass all required clearances and background checks.
 - A. Pennsylvania Child Abuse History Clearance
 - B. Pennsylvania State Police Criminal Background Check
 - C. FBI Criminal History Clearance
 - D. Mandated Reporter Training
 - E. Driver Record Check

Preferred Qualifications:

- I. Bilingual.
- II. Customer service experience and money-handling skills.

Part-time (24 hours per week or less) or half-time (25-30 hours per week) depending on library staffing needs; includes morning and afternoon shifts.

The pay rate is \$11.00 per hour. Additional compensation may be offered based on education, skills, and experience.

This job description is not, nor is it intended to be, a complete statement of all duties, functions, and responsibilities which comprise this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.