

# City of Caldwell

## Class Specification

<b>Class Title</b>	<b>TECHNICAL SERVICES ASSISTANT (LIBRARY)</b>
<b>Class Code Number</b>	<b>Full Time</b>
<b>FLSA Designation</b>	<b>Covered</b>
<b>Pay Grade</b>	<b>Starting at \$15.60/hour</b>
<b>Effective Date</b>	<b>September 2023</b>

### General Statement of Duties

Assists the Technical Services Supervisor with the collection maintenance and material preparation at the Caldwell Public Library; and performs related work as required.

### Classification Summary

The principal function of an employee in this class is to assist the Technical Services Supervisor with the collection maintenance and material preparation at the City of Caldwell Public Library. The work is performed under the direction of the Technical Services Supervisor. The nature of the work performed requires that an employee in this class establish and maintain effective working relationships with board members, employees, patrons, other government agencies, and the general public. The principal duties of this class are performed in a general office environment.

### Examples of Work (Illustrative Only)

#### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Helps to maintain and process serials and periodicals;
- Receives new materials through computer software interface;
- Works with supervisor on special projects;
- Aids and trains volunteers;
- Assists with the collection maintenance and material preparation at the library;
- Maintains labeling of collections, withdraws damaged and discarded items;
- Coordinates with library staff to manage work schedules and work flow;
- Responds to information requests from other agencies and the general public;
- Keeps designated library staff fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Attends approved meetings, workshops and training sessions and reviews publications and audio-visual materials to become and remain current on the principles, practices and new

- developments in assigned work areas;
- Responds to citizens' questions and comments in a courteous and timely manner;
- Communicates and coordinates with others to maximize the effectiveness and efficiency of interdepartmental operations and activities to help keep a positive work environment as well as works as a team member;
- Respects the opinion of others and maintains a positive and professional working relationship with employees, supervisors and others;
- Performs other related duties as assigned.

### **Required Knowledge, Skills and Abilities**

- Strong knowledge of PC's and on-line databases;
- Considerable knowledge of the Dewey Decimal System;
- Considerable knowledge of various specialty routines, methods, processes and procedures related to circulation, periodicals, and technical services;
- General knowledge of library reference, circulation, general classification methods, practices, and procedures;
- General knowledge of the principles of local, state and federal government organization and operations or knowledge of resources and individuals who can provide assistance;
- Demonstrated authentic commitment to public service and the provision of exceptional customer service;
- Ability to respond to patron suggestions and concerns with patience, clarity and professionalism;
- Ability to communicate clearly and effectively, both verbally and in writing;
- Ability to learn City policies and departmental rules, procedures, and practices;
- Ability to communicate well with others, both orally and in writing, using both technical and non-technical language;
- Ability to understand and follow oral and/or written policies, procedures and instructions;
- Ability to utilize active listening techniques;
- Ability to deal tactfully with citizens, library staff, board members, and local, state and federal representatives;
- Ability to establish and maintain effective working relationships with employees, board members, other agencies, and general public;
- Ability to operate or quickly learn to operate customized software applications appropriate to assigned tasks;
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Integrity, ingenuity and inventiveness in the performance of assigned tasks.

### **Acceptable Experience and Training**

- High school diploma or GED; and

- Previous experience in library technical services preferred; or
- Any combination of education, training and experience which provides the skills, knowledge and abilities necessary to perform the work.

### Required Special Qualifications

- Subject to a pre-employment drug test.
- Subject to a background check.
- Required to work evening and weekend hours.

### Physical Demands

<b>N (Not Applicable)</b>	Activity is not applicable to this position.
<b>O (Occasionally)</b>	Position requires this activity up to 30% of the time (2.5+ hours/day)
<b>F (Frequently)</b>	Position requires this activity 30% - 60% of the time (Up to 5.5 hours/day)
<b>C (Constantly)</b>	Position requires this activity more than 60% of the time (Over 5.5 hours/day)

Physical Demands	Lift/Carry	Hazards/Potential Exposure
<u>O</u> Stand	<u>F</u> 10 lbs or less	<u>O</u> Toxins/caustics/chemicals
<u>O</u> Walk	<u>O</u> 11 – 20 lbs	<u>N</u> Extreme conditions
<u>F</u> Sit	<u>N</u> 21 – 50 lbs	<u>O</u> Dust
<u>C</u> Manual Manipulation	<u>N</u> 51 – 100 lbs	<u>N</u> Moving mechanical parts
<u>F</u> Grasp	<u>N</u> Over 100 lbs	<u>N</u> Potential electrical shock
<u>F</u> Reach Outward		<u>N</u> High pitched noises
<u>O</u> Reach Above Shoulder	<b>Push/Pull</b>	<u>N</u> Blood-borne pathogens
<u>C</u> Speak	<u>F</u> 12 lbs or less	<u>O</u> Gaseous risk/fumes
<u>N</u> Climb	<u>F</u> 13 – 25 lbs	<u>N</u> Construction zone hazards
<u>N</u> Crawl	<u>F</u> 26 – 40 lbs	<u>O</u> Communicable disease
<u>O</u> Squat or Kneel	<u>N</u> 41 – 100 lbs	<u>N</u> Hot liquids/fire
<u>O</u> Bend	<u>N</u> Over 100 lbs	<u>N</u> Height & confined spaces

### Essential Physical Abilities

- Sufficient clarity of speech and hearing, with or without reasonable accommodation, which permits the employee to communicate effectively with board members, all City personnel, other agencies, and the public;
- Sufficient vision, with or without reasonable accommodation, which permits the employee to review a wide variety of written correspondence, reports and related material in both electronic and hard copy form;
- Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate a keyboard and various office equipment and produce hand-written materials and notations;
- Sufficient personal mobility, with or without reasonable accommodation, which permits the employee to visit various work locations throughout the library and the city, ability to reach, kneel or crouch, and to lift up to ten (10) pounds.

Approved By: \_\_\_\_\_ Date: \_\_\_\_\_  
                     Library Director