



JOB DESCRIPTION

POSITION TITLE: Part-Time Library Assistant/Technical Services
DEPARTMENT: Upper Dublin Public Library
REPORTS TO: Head of Technical Services

EEO JOB CATEGORY:

DATE JOB DESCRIPTION COMPLETED: February 2009

REPLACES JOB DESCRIPTION DATED: June 2001

PURPOSE OF THIS POSITION: The incumbent in this position supports the Head of Technical Services and is responsible for understanding and performing all tasks associated with the preparation and processing of materials for addition to the library collection.

TYPICAL EXAMPLES OF WORK: This job description is designed to accurately reflect job duties. However, it may not be all-inclusive and other job related duties might be required.

- Assist department head with all areas of preparing and processing materials for the collection, including creating item records, particularly the audio-visual materials.
- Organize and coordinate tasks for the volunteers to ensure workflow is expedited efficiently.

NECESSARY OCCUPATIONAL TRAITS:

Knowledge: Some knowledge of library services, literature, and computer operations.

Skills: Ability to input data and record information with accuracy and attention to detail; read and interpret item and bibliographic records; organize and prioritize workload; communicate effectively. Manual dexterity to neatly apply book jackets, labels

and pockets.

Abilities: Ability to use computer with Windows 2000, Windows XP or Windows Vista and mouse. Ability to work closely with others. Flexible in managing a variety of tasks at one time. Requires stamina and physical capability to move efficiently and to repeatedly lift and carry books and other collection materials.

MINIMUM EDUCATION, TRAINING, AND EXPERIENCE REQUIREMENTS:

- High School education or equivalent.
- Any equivalent of experience and training that provides the required knowledge skills and abilities.
- Experience working in libraries a plus.

SPECIAL QUALIFICATIONS REQUIRED (Licenses, Certifications, Registrations):

Department Director Signature: _____ Date: _____

PHYSICAL DEMANDS OF JOB

JOB TITLE:

NOTE: In terms of an 8 hour workday: "Never" equals less than 1%; "Occasionally" equals 1% to 33%; "Frequently" equals 34% to 66%; "Continuously" equals 67% to 100% of the time. Reasonable accommodations that do not cause an undue hardship will be made as required by state and federal law.

1. In an 8 hour workday, this job requires the physical ability to: (Place an "X" for maximum capability for each activity.)

TOTAL AT ONE TIME:										
A)	Sit	1	2	X	4	5	6	7	8	HOURS
B)	Stand	1	2	X	4	5	6	7	8	HOURS
C)	Walk	X	2	3	4	5	6	7	8	HOURS
TOTAL DURING AN ENTIRE 8 HOUR WORK DAY:										
A)	Sit	1	2	3	4	5	X	7	8	HOURS
B)	Stand	1	2	3	4	X	6	7	8	HOURS
C)	Walk	1	2	3	4	X	6	7	8	HOURS

2. Job requires the physical ability to LIFT:

	NEVER	OCCASIONALLY	FREQUENTLY	CONTINUOUSLY
A) Up to 10 Pounds			X	
B) 11-20 Pounds			X	
C) 21-30 Pounds			X	
D) 31-40 Pounds	X			
E) 41-50 Pounds	X			
F) 51-100 Pounds	X			

Job requires the physical ability to CARRY:

A) Up to 10 Pounds			X
B) 11-20 Pounds			X
C) 21-30 Pounds		X	
D) 31-40 Pounds	X		
E) 41-50 Pounds	X		
F) 51-100 Pounds	X		

3. Job requires the physical ability to use HANDS for repetitive actions such as:

	SIMPLE GRASPING	PUSHING & PULLING OF ARM CONTROLS	FINE MANIPULATION
A) Right	X	-	X
B) Left	X	-	X

4. Job requires the physical ability to use FEET for repetitive movements as in pushing and pulling of leg controls:

RIGHT	LEFT	BOTH
-	-	-

5. Job require the physical ability to function in activities involving:

	NEVER	OCCASIONALLY	FREQUENTLY	CONTINUOUSLY
A) Reaching			X	
B) Bending			X	
C) Squatting			X	
D) Crawling	X			
E) Climbing	X			
F) Driving a vehicle	X			
G) Unprotected heights	X			
H) Being around moving machinery	X			
I) Exposure to marked changes in temperature and humidity		X		
J) Exposure to dust, fumes, gas		X		