

**Job Title: Library Technical Assistant**

**Summary:** Performs a variety of Library related duties in the areas of technical & public services, as well as academic and special projects. Provides help in administrative areas.

**Technical Services:**

Responsible for processing all library materials in preparation for public use.

Copy-catalogs in RLIN and VTLS and produces bibliographic cards, inputs data in on-line catalog.

Files main catalogue and shelf list cards.

Provides pre- acquisition verification in catalogs.

Maintains back issues of periodicals and newspapers in storage area.

Shelves books, periodicals, and other materials in the library and storage area.

Provides physical maintenance of library materials: pamphlet binding, repair, conservancy boxes, etc.

**Public Services:**

**Circulation:** works the circulation desk, inspects returned materials for damage, checks & verifies due dates, computes and collects fines. Charges, discharges, and renews library materials, issues library cards.

Registers new patrons and updates patron's records using computer databases.

Supervises and trains part-time student employees.

**Academic:** Offers reference and bibliographic services to users: guides students, faculty, patrons, and staff in the use of library resources: reference sources, indexes, card catalogs, and automated systems.

Helps students, faculty, patrons, and staff with language inquiries (Including but not limited to: Hebrew, French, Ladino, Arabic, etc.)

Helps librarians, faculty, students, patrons, and staff with music related inquiries.

Responsible for preparing, maintaining, and replacing reserved materials for all HUC and USC classes.

**Administrative:**

Provides relief to administrative assistant as needed.

**Special Projects:**

Works on special projects as established during library strategic planning and performs other duties as assigned: shifting & rearranging collection, annual book sale, etc.

**Knowledge, skills and abilities required:**

Multi-tasking ability; proficiency in multiple languages, spoken and technical; manual dexterity, understanding of spatial relations; advanced research skills. Detail oriented approach to problem solving; understanding and ability to articulate user needs; developed interpersonal communication skills. Ability to work with a team, as well as performing individually assigned tasks. Broad knowledge of Western civilization's culture; propensity to acquire specific knowledge of collection related topics; willingness to learn.