



## **Job Specification**

**Job Title: Library Technical Assistant**  
**BCAT Code: 630X AA**  
**Pay Grade: G09**

**Effective Date: April 1, 2007**  
**Revision Date: February 1, 2007**  
**FLSA Status: Non-Exempt**

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### **General Description**

Performs specialized work responsible for the coordination, planning, direction and control of work within a library unit.

### **Examples of Duties**

- Assumes responsibility for the work performed within a unit of the library.
- Assists patrons in the use of the library.
- Monitors collections, inventory control and facilities.
- Supervises and trains lower level library assistants.
- Files interlibrary loan requests for books and other materials.
- Maintains catalog records.
- Performs on-line check in of serial and continuation titles.
- Encodes, enters and edits serial records.
- Identifies and packages materials for binding.
- Organizes, enters and verifies on-line orders.
- Serves as departmental specialist on computer systems and software.
- Monitors student records for enrollment status.
- Serves as desk supervisor and responsible for workflow of the unit.
- Processes orders and provides follow-up on orders.
- Supervises the check in, claiming and shelving of periodicals.
- Assigns lockers and study areas.
- Assists in the development of policies and procedures for assigned area.
- Assists lower level library assistants in performing duties, and provides backup support as needed.
- Performs other related duties as assigned.

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

- Considerable knowledge of the library cataloging system and subject headings.
- Knowledge of various computer packages.
- Knowledge of policies and procedures of assigned areas.
- Working knowledge of microcomputers.
- Effective time management skills.
- Effective oral and written communication skills.
- Effective organizational skills.

### **Minimum GSU Hiring Standards**

High school diploma or GED and three years library, customer service, or office experience. Supervisory or lead worker experience may be required for some positions.

*The above is a general description of duties performed by employees holding this job title and does not represent a complete list of duties that may be assigned to an employee.*