

**WILTON MANORS
JOB DESCRIPTION**

POSITION TITLE: Library Technical Assistant

JOB CODE: 6504

FLSA STATUS: Non-Exempt

GENERAL DESCRIPTION OF DUTIES

Under general supervision, the purpose of the job is to provide a wide range of technical assistance in the operation of Library systems, internet services, and audio/visual equipment. This work may be performed in an environment in which technical supervision is not available and the incumbent is the primary source for technical information. Employees in this job classification function at a journey staff level and are responsible for promoting the efficiency and effectiveness of Library services. Performs related work as directed.

ESSENTIAL JOB FUNCTIONS

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Responds to a variety of requests for Library and learning resource materials; e.g., books, periodicals, tapes, audio/visual equipment, and reference materials.
- Locates and checks out requested materials according to established Library policies and procedures.
- Locates and transfers requested materials to other Library locations as requested.
- Provides direct information to patrons and assists with gathering research information; provides reference assistance.
- Processes new items and materials into the Library information system; performs mending and restoration tasks for worn/weathered items.
- Assists patrons in using the Library's information system, resource materials, and learning resources equipment.
- Compiles various records, logs, data, reference information, and associated documentation as needed and/or directed.

Library Technical Assistant 6504

- Assists in enrolling new patrons; assists managing public services at the circulation desk; operates computer to maintain inventory records of Library materials.
- Operates/trains others in use of computerized Library data systems, internet services, and audio/visual equipment.
- Performs related duties as assigned.

MINIMUM QUALIFICATIONS

Education / Certifications / Experience

High school diploma or GED; supplemented by two (2) to three (3) years progressively knowledgeable and responsible experience in operating audio/visual equipment, internet systems, automated inventory systems and standard Library/learning resource center operations; or an equivalent combination of education, training, and experience.

Wilton Manors is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, Wilton Manors will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.