

# **SUPPORT SERVICES ASSISTANT II**

**(Range 107)**

## **DEFINITION**

Performs technical and/or clerical work within the Support Services Department in the Processing, Cataloging or Acquisitions areas as assigned.

## **SUPERVISION EXERCISED AND RECEIVED**

Receives general supervision from the Senior Cataloger, Acquisitions Librarian, or Cataloger.

Receives technical supervision from Support Services Assistant III.

## **ESSENTIAL AND MARGINAL FUNCTIONS--Essential and marginal functions and responsibilities may include, but are not limited to the following:**

### **Essential Functions:**

1. Performs clerical functions in the processing and maintenance of library materials.
2. Applies labels, barcodes, stamps, covers, sleeves, book jackets, security targets, etc. to all types of library materials.
3. Removes packing materials, such as shrink-wrap, etc., and repackages audiovisual materials as directed.
4. Performs data entry tasks such as scanning and printing of cover graphics, in the processing of all items being prepared for circulation within the Library District.
5. Retrieves and verifies MARC records from an on-line source, doing minor editing to reflect internal standards.
6. Produces labels using computer programs and printers.
7. Updates and corrects data in on-line system and produces necessary corrected labels.
8. Performs other data entry tasks in the maintenance of the on-line catalog.
9. Enters ordering information into on-line system, and prepares and sends purchase orders for library materials or supplies.
10. Unpacks new materials received from vendors and shipments from District Libraries.
11. Packs outgoing materials.
12. Verifies invoices for payment.
13. Maintains on-line fund accounting.
14. Performs record maintenance tasks such as recording statistics of work performed.
15. Assists with the training of new staff, checking for accuracy in appropriate phases of workflow.

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16. Utilizes hand tools such as box cutters, scissors, staplers, tape dispensers, hole punchers and dollies in the performance of tasks, and office equipment such as typewriters, computer terminals, and copiers.

**Marginal Functions:**

1. Performs related duties and responsibilities as required.

**KNOWLEDGE, SKILLS, AND ABILITIES**

**Knowledge of:**

1. Standardized library materials processing methods and procedures.
2. Library District and Department policies and procedures.
3. Library District terminology and functions.
4. Basic record keeping principles.

**Ability to:**

1. Understand and follow oral and written instructions.
2. Sort and file alphabetically and numerically.
3. Read numbers and letters rapidly and accurately.
4. Recognize and correct errors.
5. Maintain effective working relationships with those contacted during the course of work.
6. Communicate clearly and concisely both orally and in writing.
7. Work independently and make appropriate decisions.
8. Concentrate for extended periods of time.
9. Maintain the physical condition appropriate to the performance of assigned duties and responsibilities which may include:
  - standing, walking, or sitting for extended periods of time;
  - bending, reaching, stooping, and pushing;
  - lifting and carrying;
  - operating assigned equipment.
10. Maintain effective auditory and visual perception needed for:
  - making observations;

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- communicating with others;
- reading and writing;
- operating assigned equipment;

**Skilled in:**

1. Use of personal computers and associated software.
2. Use of automated library information systems equipment.
3. Use of library and basic office equipment.

**QUALIFICATIONS**

**Training and Experience:**

High school diploma or GED equivalency required; one (1) year related work experience required; computer experience required; or an equivalent combination of training, education, and experience that provides the necessary knowledge, skills and abilities.

**Physical Requirements:**

Essential and marginal functions may require maintaining a physical condition necessary for frequent standing and walking; lifting and carrying objects of heavy weight (30 - 60 pounds); occasional lifting and carrying objects of very heavy weight (60 - 100 pounds); frequent bending, stooping, reaching, and pushing; and minimal dexterity in the use of fingers, limbs, or body in the operation of office equipment; utilizing a keyboard, and standing, or sitting for extended periods of time.

Tasks require visual perception and manual dexterity.

**Environmental Requirements:**

Tasks are performed with infrequent exposure to adverse environmental conditions.

**FLSA:                   NON-EXEMPT**

**CBA:                   NON-SUPERVISOR**

**DEVELOPED:         JULY 1, 1995**

**REVISED:            JULY 16, 1998**  
**DECEMBER 24, 1998**  
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