



## **Title: Technical Services Assistant**

**Description:** This position involves physically processing books and audiovisual materials: marking out books that are being discarded, determining which books are not in good enough condition to be distributed, strategically organizing books in boxes to ensure that they are as flat across the top and cube-like as possible, and moving moderately heavy boxes across the room and potentially to the Friends of the Library facility on Esty Street. Volunteers must demonstrate exceptional attention to detail and the ability to carefully stack items and boxes in a way that distributes the weight evenly all around.

**Contact:** Elizabeth Buckley, Coordinator of Volunteer Services: [ebuckley@tcpl.org](mailto:ebuckley@tcpl.org) or 607-272-4557, ext. 226

**Supervisors:** Regina, Head of Technical Services: 607-272-4557, ext. 274 ([rdemauro@tcpl.org](mailto:rdemauro@tcpl.org)), Alison: ext. 266 ([arandolph@tcpl.org](mailto:arandolph@tcpl.org)), Steve: ext. 288 ([spaling@tcpl.org](mailto:spaling@tcpl.org)), Effie: ext. 245 ([kjohnson@tcpl.org](mailto:kjohnson@tcpl.org)), and Heather: ext. 244 ([hgrimes@tcpl.org](mailto:hgrimes@tcpl.org))

### **Job duties:**

- Assessing the condition of books with regard to whether they are in good enough shape to be distributed
- Physically processing books and audiovisual materials, marking out items that are being moved out of the system or placing bar
- Placing media in new cases to replace old, worn cases
- Moving boxes of material

### **Requirements:**

- Must master assigned procedures and be reliable in handling extreme details
- Ability to follow instructions that involve very exacting standards
- Willingness to work independently and as part of a team
- Must be able to get along with fellow employees
- Must be able to push a fully loaded book cart and lift 30-pound boxes
- Must maintain appropriate dress and personal hygiene

**Physical Requirements:** This job requires a significant level of physical activity, including stooping, kneeling, reaching, walking, pushing, lifting 30-pound boxes, grasping, and repetitive motions.

**Hours:** Technical Services Assistants are expected to maintain a regular, weekly schedule, and to call in or otherwise notify Tech Services if they cannot be in. Hours are available only on weekdays between 9:00 and 6:00.

### **Impact of your service as a Technical Services Assistant:**

Technical Services Assistants keep the transportation of library materials smooth and quick. There is a high volume of materials to be processed and transported, which would take a lot of time for employees to do if we didn't have volunteers. Volunteers in this role make a huge difference in the condition of our shelves and in the process of materials making their way to the Friends of the Library book sale.