



# HUDSON LIBRARY & HISTORICAL SOCIETY

96 LIBRARY STREET · HUDSON, OHIO · 44236

**Job Title:** Technical Services Assistant

**Immediate Supervisor:** Head of Technical Services

**Positions Supervised:** None

**FLSA Status:** Non-Exempt

---

## **Position Summary:**

Under the general supervision of the Head of Technical Services, the Technical Services Assistant is responsible for the processing of library materials. This position will purchase supplies needed by the department and assist in carrying out the department's strategic vision.

## **Principal Responsibilities:**

- Process all materials for shelf-readiness, including creating and affixing labels, covering books, processing books on CD, computers, E-readers, etc.
- Provide Serials back-up.
- Purchase all supplies that are used in the Technical Services Department as well as budgeting and taking inventory of supplies.
- Maintain library collections in a timely manner.
- Provide support to the Head of Technical Services.
- Perform other duties as assigned.

## **Required Experience, Skills, Knowledge and Abilities:**

- Ability to set priorities and effectively multi-task.
- Demonstrate strong attention to detail.



# HUDSON LIBRARY & HISTORICAL SOCIETY

96 LIBRARY STREET · HUDSON, OHIO · 44236

- Display accuracy in copying and recording information.
- Must plan, schedule and organize work.
- Able to work with limited supervision.
- Knowledge of PC's/Sirsi.
- Knowledge of the Dewey Decimal System.

## Education and Experience:

- Bachelor's Degree preferred. A combination of education and experience will be considered.
- Working knowledge of library services.
- Demonstrated organization skills.
- Strong commitment to providing the highest caliber of quality service.