JOB ANNOUNCEMENT

Technical Services Assistant - Location: Johnson City, TN
Tennessee Department of State
Tennessee State Library and Archives
Holston River Regional Library

Mission
The mission of the Office of the Secretary of State is to exceed the expectations of our customers, the taxpayers, by operating at the highest levels of accuracy, cost-effectiveness, and accountability in a customer-centered environment.

Supervisor: Regional Library Director. Also works in conjunction with Technical Services Administrator, TSLA.

Summary: An employee in this classification performs cataloging and acquisitions support work as required for the public libraries in the regional library system. The employee will be assigned to work in a specific regional library and with specific public libraries. The employee will be expected to travel throughout the region and to attend meetings and training programs at the State Library and Archives in Nashville or in other areas of the state.

Duties/Responsibilities
- Approves and finalizes electronic orders of materials for member libraries.
- Tracks expenditures for materials by library and fund.
- Reports expenditure information to Regional Director, Technical Services Administrator and member libraries on a regular basis.
- Provides cataloging training and support for member libraries.
- Provides original cataloging records for member libraries when MARC records are not available.
- Assists local librarians in material selection.
- Provides group and one-on-one training for using acquisitions/cataloging resources.
- Assists libraries with procuring preprocessed materials.
- Assists Technical Services Administrator with developing statewide standards and services.
- Other duties as assigned.
Minimum Qualifications

Education and Experience:
- Education equivalent to graduation from a standard high school and three years of library work, during which at least one year should be in cataloging and/or acquisitions.
- Any combination of education and experience that provide the necessary knowledge, skills and abilities to perform the work may be substituted.

Knowledge and Abilities:
- Must possess skills in the operation of a variety of computer software applications including Microsoft Word, Access, Excel, and other business applications.
- Demonstrate knowledge of library technical procedures.
- Possess flexibility in accepting new responsibilities and learning new concepts for information processing and/or office procedures.
- Ability to utilize initiative and judgment in applying established library principles and procedures to new, difficult or unusual problems and in determining when assistance of a professional librarian is needed.
- Strong organizational skills, including the ability to establish priorities, follow project timelines and meet project deadlines.
- Communicate effectively with diverse groups and individuals with strong interpersonal, verbal and written skills.
- Ability to work unsupervised in a conscientious manner.
- Must be willing and able to work a flexible schedule and travel independently throughout the region and the state.
- Requires normal visual acuity and field of vision, hearing, and speaking. Must possess good driving record and valid driver’s license.
- Ability to move and lift materials of 35 pounds.
- Ability to stoop, bend and lift to file and retrieve materials.
- Must exhibit the ability to be a positive influence within the region and while representing the region.
- Ability to work collegially as part of a team.
- Ability to work in an environment with books and materials that contain dust and other allergens.

Salary: $2,933 per month plus State of Tennessee benefits package.

To apply, please email your letter of interest and resume to Division of Human Resources & Organizational Development, sos.hr@tn.gov

Pursuant to the State of Tennessee’s Workplace Discrimination and Harassment policy, the State is firmly committed to the principle of fair and equal employment opportunities for its citizens and strives to protect the rights and opportunities of all people to seek, obtain, and hold employment without being subjected to illegal discrimination and harassment in the workplace. It is the State’s policy to provide an environment free of discrimination and harassment of an individual because of that person’s race, color, national origin, age (40 and over), sex, pregnancy, religion, creed, disability, veteran’s status or any other category protected by state and/or federal civil rights laws.