

Tennessee Secretary of State
Tre Hargett



Division of Human Resources and Organizational Development
312 Rosa L. Parks Avenue, 7th Floor
Nashville, Tennessee 37243-1102

Ashley Bowers
Director

615-253-4548
Ashley.Bowers@tn.gov

JOB ANNOUNCEMENT

Library Technical Services Assistant
Tennessee Department of State
Tennessee State Library and Archives
Clinch River Regional Library

Location of Position: Clinton, TN

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

About the Clinch River Regional Library:

The Clinch River Regional Library staff is a supportive and creative team that works together to improve public library services in Anderson, Campbell, Claiborne, Grainger, Jefferson, Morgan, Scott, Sevier, and Union counties. The regional headquarters is located in the charming town of Clinton, home of the Historic Downtown Clinton Antiques District, and 30 minutes north of Knoxville. The Clinch River region offers access to state parks and lakes for outdoor activities as well as easy driving distance to plenty of restaurants, shopping, and other amenities. If you are looking for rewarding and challenging work, in a beautiful area of the state, apply for this position today!

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 the Regional Director 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 the 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.
- Requires normal visual acuity and field of vision, hearing, and speaking.
- Must be willing and able to work a flexible schedule and travel independently throughout the region and the state.
- Must possess a good driving record and a valid driver's license.
- 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.

Physical Requirements:

- Ability to move and lift materials of 20 pounds.
- Ability to stoop, bend, and lift to file and retrieve materials.
- Ability to work in an environment with books and materials that contain dust and other allergens.

Health, Safety, and Collections Security:

- Assist the organization in creating a safe and healthy working environment by working safely with the equipment provided.
- Follow instructions given for health and safety purposes and immediately report any unsafe working practices or hazardous working conditions.
- Take whatever measures are necessary to protect regional library material from loss, mutilation, or theft.

Salary: \$42,000 annually plus the State of Tennessee benefits package.

To apply: Please visit this [link](#) to apply. A cover letter should be included with your resume.