

Department: Technical Services

Supervisor: Head of Reference and Adult Collection
Development

Level Two

Schedule: Varies

Part-Time: 15 HPW

Non-Exempt/Hourly

Salary: \$8.75 – 14.45

Date Written/Revised: February 2019

Job Responsibilities:

Works with the Technical Services Specialist to carry out the functions of cataloging and processing materials for the library system. Assignments require the application and knowledge of standard library methods and procedures. Work requires some independent judgment and is performed with minimal supervision after a process is learned and performed satisfactorily. Work is performed under the direction of the Technical Services Specialist; with duties usually following established routines and is subject to review while in process and upon completion. Attends training workshops as needed.

Principle Duties:

- Assists in the effective and efficient operation of the department and the timely processing and/or copy cataloging of materials
- Serves patrons and deals with library staff courteously and in a business-like manner
- Preparation of all types of new library materials for circulation, including, but not limited to:
 - a. Processes paperbacks and other quick cataloging material
 - b. Covers books for circulation
 - c. Prepare spine labels and prepare materials for circulation
 - d. Prioritize demand materials for immediate processing
- Magazine and newspaper subscriptions and maintenance:
 - a. Input current magazines for main library and bookmobile;
 - b. Investigate duplications and missing issues;
 - c. Keep magazine and newspaper reading area clear and neat;
 - d. Manages storage of back issues of magazines
- Mends and re-barcodes materials to put back in circulation and assists with weeding processes
- Unpacks new materials
- Re-packages AV materials
- May:
 - copy catalog other materials as assigned
 - input materials into shared database using the automated system
 - assist at the public service desk as needed
- Performs related work as required

Qualifications, Skills and Abilities:

- Ability to:
 - learn general and library clerical methods and practices
 - learn the general rules and regulations of the library systems
 - learn library circulation procedures
 - deal tactfully and courteously with the public; and to establish and maintain effective working relationships with the general public as well as co-workers
 - make minor decisions in accordance with library policies and procedures

- assist superiors in various phases of library work
- sort and file alphabetically and numerically
- read numbers and letters rapidly and accurately
- communicate effectively, both orally and in writing
- work with moderate supervision
- maintain composure in stressful work situation
- Experience with computers and other common office equipment
- General computer and keyboarding skills
- Requires physical agility and strength to bend, reach, lift and carry (up to 25 lbs.) less than 15% of the time; and extensive use of a computer terminal

Education/Certification/Demonstrated Skill Requirements:

- Minimum High School Diploma or G.E.D equivalency; Some experience in general clerical work, including typing, filing word processing OR any equivalent combination of experience and/or training that provides the required knowledge, skills and abilities as approved by the Director

Working Conditions:

- Climate controlled environment

The above declarations are not intended to be an all-inclusive list of the duties and responsibilities of the job described, nor are they intended to be such a listing of the skills and abilities required to do the job. Rather, they are intended only to describe the general nature of the job.

Employee Signature

Date