POSITION DESCRIPTION

TECHNICAL SERVICES CLERK- PART TIME

Reports to: Director of Library Operations
Range: SEIU Clerical/Secretarial Schedule Grade 3

Summary: Under the general direction of the Director of Library Operations, participates in preparations, acquisition, and cataloging of library materials.

Duties

1. Receives and unpacks all new library materials: checks for correct quantities and condition of materials, etc. Prepares materials for return shipment to vendor as needed.
2. Assists in placing orders for materials through electronic ordering. Assists in the preparation of correspondence for return of materials, receipt of incorrect or damaged materials, or acquisition procedures; follows up and resolves any questions or problems with vendors.
3. Assists in receiving, renewing, and processing periodical subscriptions.
4. Receives, invoices, and voucher items; prepares invoices and credit memos for payment.
5. Attaches new library materials to the database by searching on-line database for bibliographic record that matches the library material and adding item information into the appropriate fields.
6. Performs copy cataloging by searching for records on the database, editing them according to Library of Congress and MARC standards, and transferring them to the local database.
8. Performs other duties as assigned.

Qualifications and Job Requirements

1. High school diploma or GED required. Office experience preferred; some college level work in business, accounting or computer sciences preferred.
2. Basic mathematical skills necessary for routine calculations.
3. Working knowledge and understanding of public library operations.
4. Demonstrated commitment to excellent customer service.

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5. Working knowledge of public library computer hardware and software applications and how to access and search them.

6. Interpersonal and communication skills necessary to interact with various library staff and vendors in an effective and courteous manner. Communicate effectively in both oral and written forms.

7. Ability to demonstrate a sincere demeanor of patience when serving the public, while remaining adaptable to change and persevering despite business and community challenges.

8. Ability to work with accuracy and attention to detail.

9. Computer knowledge including intermediate skill in Windows operating systems, Microsoft Office applications, email programs, file management, use of search engines and general internet experience.

10. The incumbent is required to have the physical ability to push/pull fully loaded book carts and lift/carry materials weighing up to 40 pounds.

11. Visual acuity to accurately read a computer screen and written materials

12. Hearing ability to answer telephone.

13. Ability to operate a variety of library equipment including a computer, fax, microfilm and copy machines.

**Working Conditions**

1. Generally will work within a normal office environment, with minimal discomfort due to extreme temperatures, dust, and noise, though there may be some outdoor work in temperate weather.

2. Work hours may be varied, including some evenings and weekend hours.

3. Frequent sitting/standing in one position for extended periods of time.

*This job description is intended to describe the general nature and level of work being performed by a person assigned to this job. The details herein are not to be construed as an exhaustive list of all job duties that may be performed by a person so classified.*