

Trails Regional Library

Technical Services Clerk II

Job Description

SUMMARY

The Technical Services Clerk is an essential member of the Technical Services department. The Technical Services department includes collection development, cataloging, and resource sharing for the Trails Regional Library system. All appointments to positions at Trails Regional Library shall be for a probationary period of six months.

HOURS OF WORK (40-hour position)

The Technical Services Clerk II position is a full-time, non-exempt position with a maximum of 40 hours per week, typically 8:00 to 5:00, Monday through Friday. Work schedule is subject to change according to the needs of the library system, including evening or weekend hours.

EDUCATION AND EXPERIENCE REQUIREMENTS

Minimum of high school diploma or equivalent required, BA/BS preferred. Clerical and computer experience, including word processing and the use of the Internet are required. Experience in libraries and familiarity with online catalogs or databases is preferred.

ESSENTIAL DUTIES

In addition to any other duties as assigned, the Technical Services Clerk II has these specific responsibilities:

1. Processing new materials for the library collection
2. Copy cataloging materials in all formats
3. Verifying bibliographic data with established authority databases
4. Modifying records in the database
5. Tracking new material processing
6. Assist with assessing and repairing damaged materials
7. Assist with working with library staff and donors for the purchase of materials using gifts or donations
8. Review purchase requests from patrons on a daily basis
9. Maintain newspaper and magazine subscriptions for all eight branches
10. Maintain a working knowledge of the policies and procedures of the library system.

CONDITIONS OF EMPLOYMENT

1. Work with other staff members to provide exemplary service
2. Work at varying paces to respond to departmental needs
3. Attend library or other meetings as required
4. Maintain regular and prompt attendance as scheduled
5. Willing and able to get basic cataloging certification in Missouri Evergreen within

3 months of hire.

SKILLS OR KNOWLEDGE

1. Communicate effectively both orally and in writing
2. Have an eye for accuracy and attention to detail
3. Able to follow detailed instructions
4. High level of comfort operating a computer and navigating the internet
5. Experience with word-processing software and spreadsheets
6. Able to work independently and as a member of a team
7. Express enthusiasm for learning new procedures or experimenting with new tools and resources

PHYSICAL REQUIREMENTS

1. Be able to operate computers, printers and copy machines.
2. Be able to spend up to 4 hours sitting without standing
3. Be able to maneuver library materials, boxes, and carts that could weigh up to 50 pounds
4. Be able to place items on shelves at ground level and up to 7 feet above ground level.
5. Tolerate dust and mold encountered by working with books and other library materials or in library buildings.
6. Vision which permits the employee to produce and review a wide variety of library materials, written reports and related materials in both electronic and printed form.
7. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this position

COMPENSATION AND BENEFITS

Salary Track: D : Starting salary range \$31,054.40 to \$37,793.60 dependent on experience.

Reports to: Technical Services Manager

Benefits: This position will receive the following paid benefits as detailed in the library's Personnel Policies: holidays, paid time off, insurance (health, life, short- and long-term disability), and retirement. The library will pay some of the cost for health insurance. The library offers optional dependent health insurance, vision, dental, voluntary life insurance and AFLAC plans at the employee's cost.