

T. B. SCOTT FREE LIBRARY

JOB DESCRIPTION

LOCAL JOB TITLE: Technical Processing Coordinator
WI DPI JOB TITLE: Clerk-Technical Services
STATUS: Non-Exempt
REPORTS TO: Department Head
DATE: January 2024

Position Summary:

Responsible for cataloging of all library materials and processing of Adult Services Department library materials.

Principal Duties and Responsibilities:

May perform some, several or all of the following duties:

1. Catalogs and classifies print and non-print materials through copy cataloging and/or creating brief bibliographic records.
2. Processes a variety of materials.
3. Mends books.
4. Assists with interlibrary loan requests.
5. Assists at circulation, youth services and adult services desks, performing routine desk duties. Primary backup for Youth Services.

Additional Duties and Responsibilities:

- Primary Book Club facilitator.
- Other duties as may be necessary to fulfill the responsibilities of this position, or as assigned by supervisor.

Work Relationships:

Reports to: Adult Department Head
Supervises: Technical processing volunteer
Scope of Work Relationships: Daily contact with staff and general public.

Performance Standards:

- Serves our patrons (students, parents, family members and the community at large).
- Follows all guidelines on confidentiality of records.
- Promotes the teamwork concept within the Library.
- Accepts decisions and works enthusiastically toward achieving goals even when the decision does not conform to individual's personal opinion.
- Completes work in a timely manner while maintaining the quality, accuracy, reliability and thoroughness of the work product.
- Is respectful and pleasant to patrons and co-workers.
- Follows library policies and procedures.

Knowledge, Skills and Abilities Required:

Education/Training: Bachelor's degree required or equivalent education and/or experience

Experience: One year of previous related experience recommended.

Skills/Abilities:

- Has knowledge of library resources and reference materials.
- Demonstrates willingness to continue to learn and improve skills.
- Uses common sense and problem solving skills.
- Demonstrates effective oral and written communication skills, with the ability to communicate and interact professionally with a wide variety of people, dealing effectively with both pleasant and difficult staff and patrons.

Working Conditions:

Job Conditions/Work Location: Work is performed in a pleasant library environment with minimal chance of personal injury. One regular evening shift and a weekend rotation with occasional out-of-town conference travel required.

Physical Requirements: Sitting at a desk or standing for long periods of time required. Walking to interact with patrons and staff on a regular basis throughout the day. May, at times, be required to lift and carry 30 pounds of materials or equipment. Required to stoop, reach and climb a ladder.

Technical Processing Coordinator

Equipment Used: Ordinary office/library equipment such as copiers, system computers, staff computers, telephone, and calculator. Required to use microfilm and microfiche reader/printer.

Employee Acknowledgement:

This job description describes the general nature and level of work performed by the employee assigned to this position. It does not state or imply that these are the only duties and responsibilities assigned to the job. The employee may be required to perform other job-related duties as requested by the supervisor. All requirements are subject to change over time and to possible modification to reasonably accommodate individuals with a disability.

Employee's Signature

Date