



Round Lake Area Public Library

ROUND LAKE AREA LIBRARY JOB DESCRIPTION

Revised on 1/14/2016

POSITION: Technical Services Clerk III

SCHEDULE: Part time, under 29.0 hours per week. Occasionally, some evening hours and weekends required.

SALARY RANGE: \$15.27 - \$22.88 hourly, depending on qualifications

SUPERVISOR: Head of Technical Services

SUPERVISEES: Technical Services Assistant Clerk II (Acquisitions portion), depending upon qualifications.

SUMMARY DESCRIPTION:

The Library Technical Services Clerk III is responsible for receiving the bulk of new materials, most of the budgetary coding of said materials, adding a copy to the consortium catalog (when necessary), assigning call numbers, and ticketing materials for the catalogers. Tracking items/bills, retaining, routing and filing bills are also important components of this position. Works collaboratively with other Acquisition Team members. Depending upon qualifications, oversees Acquisitions, with Technical Services Assistant Clerk II assisting.

QUALIFICATIONS FOR APPOINTMENT:

- At least 5 years of library service. Some LTA coursework, comparable experience, or an LTA degree is preferred.
- Knowledge of Dewey decimal system and WorkFlows cataloging system.
- Knowledge of library budgetary coding, receiving and acquisitions.

DUTIES AND RESPONSIBILITIES:

- Open and track shipments from a multitude of publishers.
- Oversee quality control of incoming items.
- Check and compare box inventory against the packing slip.
- Properly code items to their corresponding accounts.
- Assign call numbers according to local practice and the Dewey decimal system.
- Contact publishers and clearing houses regarding shipments, prices, errors in billing or processing, or item damage.



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- Compile and submit accurate monthly statistics.
- Work cooperatively with all departments of the library.
- Assist in other departments as needed.
- Assist in maintaining public safety in the library and on library grounds.
- Other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Detail oriented and extremely well organized.
- Knowledge of the current cataloging system.
- Knowledge of library organization rules, regulations, and procedures.
- Knowledge of technical services procedures.
- Knowledge of computer cataloging, SIRSI cataloging products, and word processing suite of software.
- Ability to establish and maintain effective working relationships with staff and the general public.
- Ability to multitask with accuracy.
- Ability to effectively communicate with coworkers in all manners.
- Ability to take direction and accurately follow instructions.
- Ability to coordinate work efforts both interdepartmentally and within the library as a whole, on a variety of initiatives, projects and programs.
- Ability to provide outstanding customer service in person, on the telephone and electronically.
- Ability to work independently and with a team.
- Ability to work positively and effectively with team members.
- Ability to deal calmly and effectively with a wide range of individuals, in some instances under stressful or emergency conditions.

WORKING CONDITIONS:

- Ability to work in front of a computer for long periods of time, in a typical interior/office work environment.
- Ability to walk, stand, sit, bend, stoop, push, pull, reach with hands and arms, handle, finger, feel, talk and hear.
- Ability to move a two-sided book cart loaded with up to 300 lbs. of books and other library materials.
- Ability to occasionally lift and/or move up to 75 lbs.
- Ability to see up close and adjust focus.

PHYSICAL REQUIREMENTS:

- Regularly required to work in front of a personal computer and operate a telephone.
- Work is performed inside a typical interior/office work environment.



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- Work environment involves minimal exposure to physical risks, such as operating dangerous equipment or working with chemicals.

Note: It should be understood that while this job description sets forth a number of job duties and responsibilities for this position, it is not an employment contract of any kind and can be changed with or without prior notice at any time. Any employment relationship with the Library is legally considered to be one of employment-at-will, in which either party may terminate this relationship for any reason at any time. The Library Board of Trustees and/or its designated representative reserve the right to alter this job description at any time without notice. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or provide relief, to equalize peak work periods or otherwise to balance the workload.