



**ESSENTIAL POSITION DUTIES****% Time**

1. Acquires collection materials for the library by preparing, submitting and monitoring orders. Cancels orders as needed. 40%
2. Serves as the library's liaison with all materials vendors and resolves issues with billing, shipping and ordering. 10 %
3. Ensures ordered materials are received, invoices for received materials are processed for payment and also that damaged materials determined to be inappropriate for the collection are promptly returned to vendors. 5%
4. Maintains vendor information in the library's integrated software system. 5%

**Administrative support**

5. Works with library business office to provide accurate and timely information regarding purchase orders, invoices, and issues related to budgets and audits. 25%

**Selector support**

6. Works with selectors in facilitating orders and providing budget information 10%

**Ongoing duties**

5%

7. Keeps informed by attending departmental and general staff meetings and by participating in other workshops or training as requested or appropriate.
8. Serves as a positive member of the Technical Services Department by communicating effectively with coworkers, supervisors and other departments; by assisting the Cataloging and Acquisitions Manager in all aspects of providing good customer service to the public and other departments; and by understanding, performing and conveying the library's role, mission and values.
9. Performs miscellaneous additional related duties as needed by the library and assigned by the supervisor.

**Communication and Teamwork****Ongoing**

- Serves as a positive (member/leader) of the (department) team by communicating effectively with coworkers and managers, by providing excellent customer service to the public and other departments, and by understanding and conveying the library's mission and values.
- Keeps informed of library activities and policies by attending general staff meetings, participating in regular department meetings, and by participating in training and development opportunities when appropriate and as requested or required. Keeps informed of current trends and issues in (department) through (memberships, trade materials, associations, etc).
- Performs miscellaneous related duties as needed by the library and assigned by the (department supervisor/manager/director).

**PHYSICAL DEMANDS CHECKLIST**

**PHYSICAL STRENGTH FACTORS:**

- Lifting  Yes  No
- Pushing  Yes  No
- Pulling  Yes  No
- Carrying  Yes  No
- Reaching  Yes  No
- Gripping  Yes  No
- Does job require reaching above shoulders?  
 Yes  No
- Does job require reaching to floor level?  
 Yes  No

If yes, list maximum weight: 50 lbs.

**PHYSICAL MOBILITY FACTORS:**

- Throwing  Yes  No
- Sitting  Yes  No
- Standing  Yes  No
- Walking  Yes  No
- Climbing  Yes  No
- Stooping/Bending  Yes  No
- Crouching  Yes  No
- Kneeling  Yes  No
- Crawling  Yes  No
- Twisting  Yes  No
- Balancing  Yes  No

**SENSORY/PERCEPTUAL FACTORS:**

- HEARING:**
- Conversation  Yes  No
  - Sounds  Yes  No
- VISION:**
- Far  Yes  No
  - Near  Yes  No
  - Color  Yes  No
  - Depth  Yes  No
- PERCEPTION:**
- Spatial  Yes  No
  - Form  Yes  No
  - Feeling  Yes  No

**WORK ENVIRONMENT:**

- Inside Work  Yes  No
- Outside Work  Yes  No
- Hot/Cold  Yes  No
- Fumes  Yes  No
- Traveling  Yes  No
- Working Alone  Yes  No
- Working in a Group  Yes  No
- Interacting with the Public  Yes  No

**HAZARDS:**

- Machines  Yes  No
- Electrical  Yes  No
- Sharp Tools  Yes  No
- Slippery floors  Yes  No
- Congestion  Yes  No
- Heat/Cold  Yes  No
- Dust/Vapor  Yes  No

**OPERATE:**

- Equipment  Yes  No
- Telephone  Yes  No
- Computer  Yes  No

**ACCESSIBILITY FACTORS:**

- Doors  Yes  No
- Aisles  Yes  No
- Tables  Yes  No
- Telephones  Yes  No
- Staff Room  Yes  No
- Bathrooms Public  Yes  No
- Drinking Fountain  Yes  No
- Parking  Yes  No