

TITLE	Associate- Technical Services
POSITION CLASSIFICATION	Grade 300 –Specialist Tier, Regular, Non-Exempt
HOURS	Full-time (40 hours per week). Evening and weekend hours required. Required to adapt to future schedule changes, depending on departmental and library-wide needs.

REQUIREMENTS

Education/Experience

High School degree, with BS/BA preferred. Experience in library materials processing or other related administrative areas.

Knowledge/Skills

Comfort, familiarity and basic usage skills in new information technologies. Ability to communicate and function effectively in a team-oriented environment. Strong written, verbal, customer service and interpersonal skills.

Working Conditions

Work primarily inside the library. Lifting, moving, shelving of books and other light materials and equipment expected.

REPORTS TO Cataloging and Acquisitions Manager

POSITION(S) SUPERVISED None

BRIEF DESCRIPTION

BASIC SUMMARY

Westlake Porter Public Library's mission is “. . . to educate, empower, enlighten, and excite by serving as premier knowledge provider, a family activity center, and Westlake's information and community commons.” This position assists in accomplishing that mission by the accurate copy cataloging and technical processing of materials acquired by the library in order that customers and staff have timely access to them.

ESSENTIAL POSITION DUTIES**% Time****1. Copy Cataloging and Classification****95%**

- Downloads and edits MARC bibliographic records for all types of materials, including and assigning DOC call numbers, series, and subject headings. Searches for authorized headings and downloads MARC authority records as appropriate. Assists in cataloging and processing of materials by adding records to and editing records in the database. Prepares appropriate spine labels.
- Documents operations and procedures for all related aspects of copy cataloging. Assists in database maintenance and clean-up projects.

2. Materials Receipt and Processing**5%**

- Receives shipments of invoiced materials to include the sorting of materials and packing slip verification. Utilizes the Acquisition Module to receive, add or verify materials as needed.
- Assists in the preparation of materials for public use to include application of covers, labels, stickers and bar codes. Completes final processing procedures, preparing materials for circulation. Documents operations and procedures for all related aspects of materials processing and supplies.

Communication and Teamwork**Ongoing**

- Keeps informed of library activities and policies by attending all departmental and general staff meetings and by participating in other workshops or training when appropriate and as requested or required.
- Serves as an enthusiastic and positive member of the Technical Services Department by communicating effectively with coworkers and supervisors; by assisting the Technical Services Managers 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.
- Performs miscellaneous additional duties as needed by the library and assigned by the Technical Services Managers.

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: ___25 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