

## **JOB DESCRIPTION**

**JOB TITLE:** Technical Services Specialist

**REPORTS TO:** Head of Technical Services

**DEPARTMENT:** Technical Services

**FLSA STATUS:** NON-EXEMPT

**PAY GRADE:** 5

### **JOB SUMMARY**

The Technical Services Specialist performs basic cataloging, processing and classification of library materials.

### **ESSENTIAL FUNCTIONS OF THE JOB**

**This job description should not be interpreted as all-inclusive. It is intended to identify the essential functions and requirements of this position. The incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this job description.**

1. Searches library database and OCLC for records.
2. Performs basic cataloging and reclassifying of library materials.
3. Assists with ordering of library materials.
4. Performs database maintenance.
5. Performs clerical duties such as ordering of supplies.
6. Researches cataloging problems and issues as assigned.

### **OTHER RESPONSIBILITIES**

1. Attends meetings and training seminars as necessary.
2. Processes materials for circulation (includes stamping, labeling, etc.).
3. Directs new materials to appropriate areas.
4. Other duties as assigned.

### **MATERIALS & EQUIPMENT**

This position requires the use of a variety of office machines, computers and library equipment.

## **EDUCATION AND EXPERIENCE**

1. LTA Certificate

### Equivalent Education and Experience

Bachelor's Degree and two years' basic cataloging experience at a public library.

## **KNOWLEDGE, SKILLS AND ABILITIES**

1. Knowledge of operations, services and activities of a public library.
2. Knowledge of policies and procedures of a public library with preference given to work in Technical Services.
3. Knowledge of integrated library automation and information technology systems.
4. Knowledge of networked systems, Internet.
5. Knowledge of acquisitions procedures and techniques.
6. Knowledge of cataloging concepts including MARC format.
7. Ability to maintain library catalog.
8. Ability to communicate clearly and concisely, both orally and in writing, in English.
9. Ability to type and input data into a computer with a high rate of accuracy in a timely manner.
10. Ability to work independently.
11. Ability to plan, organize and prioritize work in order to accomplish quality work in an effective and efficient manner.
12. Ability and willingness to work from a team approach by building and maintaining effective and professional working relationships with co-workers.
13. Ability to communicate clearly and concisely, both verbally and in writing, in English.
14. Ability to sort and file documents alphabetically and numerically.

## **PHYSICAL DEMANDS / WORK ENVIRONMENT**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to walk, push, move, bend, stand, sit, squat, reach, and stretch continuously during the work shift. Speech and hearing abilities are essential. Specific vision abilities required by the job include close vision and the ability to adjust focus. The employee must have good

hand/eye coordination for gripping and manipulating materials and objects. At least 90% of the employee's regular duties involve working on a computer while seated. A keyboard, mouse, and scanner are used for inputting data into the computer. The employee must lift 30 pounds. The employee must transport or move up to 100 pounds of library materials from one location to another using a wheeled cart.

Work is performed in a normal office environment where there is little or no physical discomfort associated with changes in the weather or discomforts associated with noise.

Occasionally, the employee may be required to work at a location other than the Library, including outdoors.