

Full-time Technical Services Clerk – Valley Cottage Library

Position Overview

The Technical Services Clerk is responsible for processing and maintaining materials of all formats in the library collection.

Essential Job Functions

- Receives and processes materials of all formats for addition to library collections including linking materials with the library catalog using the current ILS Acquisitions software
- Understands and has working knowledge of current ILS Acquisitions module
- Orders selected materials and reviews and processes invoices
- Assists with creation and maintenance of Technical Services Procedural Manual
- Maintains and repairs library materials
- Processes materials selected for discarding
- Assists with library mailings, creating labels and generating form letters
- Serves on committees and workplace initiatives as directed by supervisor and/or Director
- Enforces the policies and procedures of the Library
- Acts as Person-in-Charge as designated by the Chain of Command
- Adherence to the Customer Service Policy and demonstration of its principles
- Any other responsibilities as required by the Department Supervisor or Director

Requirements

- Associates degree and/or equivalent combination of experience and training
- Experience in library ILS technologies
- Ability to get along well with staff and varied public
- Ability to do physical work such as, standing, bending, reaching, and lifting (up to 30 lbs) and pushing full book carts

Other Skills/Abilities

- Good professional judgment
- Ability to interpret and carry out library policies
- Excellent organization skills and ability to multi-task
- Ability and willingness to learn new library technologies
- Ability to analyze problems and suggest solutions
- Ability to work independently

<p>This job description is not intended to be all-inclusive. You may be asked to perform other duties as required to meet the ongoing needs of the Library.</p>
