**CITY** **OF** **SUN** **PRAIRIE** **Position** **Description**

**Assistant** **Technical** **Services** **Librarian**

**DEPARTMENT:** Public Library **CLASSIFICATION:** Non-Union

**REPORTS** **TO:** Head of Technical **REVISION** **DATE:** April 15, 2016 Services

**GENERAL** **PURPOSE:**

Under the supervision of the Head of Technical Services, the Assistant Technical Services Librarian ensures that library materials are ordered, received, entered and available for library patrons promptly, efficiently and accurately, either directly or indirectly. Maintains the acquisitions and cataloging modules of the online catalog for staff and public use within the library and remotely.

**ESSENTIAL** **JOB** **FUNCTIONS:**

•Manages and initiates annual set-up of acquisitions module.

•Performs acquisition procedures, such as database checking, electronic ordering, RFID tagging, receiving materials, that require specialized training.

•Performs copy cataloging for most fiction, graphic novels and audiovisual materials, which requires specialized training.

•Enters library holdings in computer database, which requires specialized training. •Processes invoices, maintains and reconciles fund balances for library materials. •Maintains, records and reconciles gift and grant accounts.

•Assists with collection development and maintenance by monitoring statistics. Prepares reports and maintains files of vendor and account information.

•Reports errors within catalog records to SCLS or catalogers. •Reports problems with online catalog to SCLS.

•Writes, creates and maintains accurate, current technical services procedures.

•Supports, consults and instructs Library Assistant II on Technical Services responsibilities. •Maintains the confidentiality of library records.

•Sets priorities in order to meet assignment deadlines. •Participates in continuing education programs.

•Performs back-up circulation desk procedures.

•Performs back-up public service work with patrons. •Performs advanced clerical and other library work. •Participates in other duties as required.

**REQUIREMENTS** **OF** **THE** **WORK:**

•Coursework or masters in Library Science.

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•Two or more years of college and two or more years of public library experience or equivalent combination of education and experience.

•Knowledge of office procedures related to purchasing, budgeting, accounting and maintaining related records, files and statistics.

•Ability to use library-related computer software and library equipment, which requires knowledge of databases and search methods. Ability to do basic mathematical calculations (addition, subtraction, multiplication, division) accurately.

•Ability to use computer software and manage computerized files with speed and accuracy. Requires keyboarding, filing and office programming ability, including the use of Microsoft Word, Excel and Access databases.

•Ability to direct the work of others.

•Ability to communicate effectively with staff and public and maintain effective public relations.

•Knowledge of and fluency in the English language, grammar and spelling. •Requires a high level of accuracy and attention to detail.

•Willingness to maintain skills in above-mentioned areas through active participation in appropriate library skills learning experiences.

**WORK** **CONDITIONS** **AND** **PHYSICAL** **REQUIREMENTS:**

This work is performed in an office environment but does involve lifting or carrying up to 50 pounds and pushing and pulling objects on wheels weighing 60-80 pounds. Flexible work hours required, including possible evening and weekend hours. Typing test required.

**APPROVED** **BY:**

Department Head

Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Human Resources Director

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The above is intended to describe the general content of the requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements.