Technical Services Clerk

JOB DESCRIPTION

Employee Classification: Regular/Hourly Employee

Reports to: IT Services Supervisor

Supervises: None

Job Summary: Catalogs and processes library materials and maintains computer equipment.

Duties and Responsibilities may include, but are not limited to the following:

1. Maintains and updates library on-line catalog.
2. Does the physical processing of materials that are added to the library’s collection.
3. Makes simple repairs of damaged materials and processes severely damaged books for disposal, maintains discs by operating the disc cleaning machine.
4. Assists the patrons with the use of library materials (including electronic resources), reference questions, equipment and programs.
5. Assists with circulation functions of the library including; checking out/in materials, overdue notices, answering phone, Inter-loan procedures, etc...
6. Assists in maintaining the processing supplies in good quantity and working order with authorization from the director.
7. Other duties as assigned.

Job Requirements:

1. Completed some college coursework. Associates Degree is preferred.
2. Valid Michigan driver’s license and available, reliable transportation.
3. Working knowledge and understanding of the principles, methods and practices of public library operations’, include searching methods, reader’s advisory, and
reference interviews. Employee is also required to acquire knowledge of the policies and procedures of Tamarack District Library.

4. Knowledge of computer hardware, basic software applications (e.g., Microsoft Office Suite) and other electronic resources including Internet and Database searching to the extent of instructing others.

5. Ability to work under general supervision with latitude in exercising independent judgment and discretion subject to Library policies, procedures and professional practices.

6. Interpersonal and communication skills necessary to interact with various library staff and patrons in an effective and courteous manner. Communication skills must be evident in oral and written forms with proper English usage, spelling and grammar.

7. Visual acuity and physical skills necessary to retrieve library materials from shelves or storage areas, maintain library materials and operate equipment. The employee is required to have the physical ability to push/pull fully loaded book carts and lift/carry materials weighing up to 40 pounds.

8. Hearing ability to answer telephone and patron inquiries.

9. Computer skills necessary to effectively access information on the computer.

10. Ability to operate a variety of library equipment including a computer, audio/visual equipment, die-cut, laminator, fax and copy machines.

Working Conditions:

1. Generally will work within a normal office environment, with minimal discomfort due to extreme temperatures, dust and noise.

2. May require occasional travel out of county to attend meetings, workshops, and conferences.

3. Work hours may be varied, including weekends and evenings.

4. Frequent sitting/standing in one position for extended periods of time.

This job description is intended to describe the general nature and level of work being performed by a person assigned to this job. They are not to be construed as an exhaustive list of all job duties that may be performed by a person so classified.