

TINLEY PARK PUBLIC LIBRARY

Position Description: Technical Services Clerk

Status: Full-time Non-exempt

Grade: 5

Definition: A full or part-time support staff position under the supervision of the Technical Services Manager responsible for preparing materials for the collection. May be responsible for decisions regarding Library emergencies. No supervision of others.

Duties And Responsibilities:

- Provides consistent, gracious, and friendly service to Library patrons and fellow staff
 - Understands and complies with the Library's policies and procedures while safeguarding confidentiality and restricted information
 - Exhibits a willingness to go above and beyond the call of duty to meet patrons' requests and to promote a positive image of the Library throughout the community
 - Actively pursues opportunities to increase knowledge of related current technology and library trends
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- Familiarity with OCLC cataloging software and MARC records, selection of appropriate records
 - Processes books, audiovisual and other materials in a timely fashion
 - Enters and maintains the library's holdings in the SWAN database
 - Maintains collection totals for monthly statistical report
 - Repairs damaged materials. Replaces book jackets, missing spine labels, barcodes, etc. Corrects errors and updates item information in the SWAN catalog
 - Withdraws selected materials from the library's collection according to procedures and maintains statistics for monthly statistical report
 - Refers original cataloging to Department Manager
 - Represents the library at relevant meetings
 - Assists other Technical Services staff in their duties as needed
 - Increases job related skills and abilities by participating in formal and informal continuing education opportunities, including but not limited to conferences and workshops
 - Obeys and adheres to all safety rules and established work practices
 - Promptly reports to supervisor all observed unsafe actions, practices, or conditions
 - May be responsible for some Bookmobile acquisition duties
 - Performs other duties as assigned

Necessary Knowledge, Skills, And Abilities:

- Willingness to learn fundamentals of the SWAN database, Internet, and other computer operations
- Possess a strong command of the English language and demonstrates effective oral and written communication skills
- Ability to learn Technical Services principles, practices, and procedures including online functions
- Display initiative and follow through with vendors (may do this)
- Ability to work independently while also working collaboratively in a team environment
- Ability to use basic computer applications with reasonable speed, accuracy, and efficiency
- Ability to work with computers and computer related technology for up to 50% of work day
- Requires concentration and attention to detail
- Ability to refer problems to the Department Manager or appropriate staff member
- Ability to file alphabetically and numerically
- Ability to remain calm under difficult circumstances
- Ability to use a variety of office equipment
- Ability to bend, stoop, lift, and carry up to 40 lbs.
- Ability to push a fully loaded book cart

Qualifications:

- High School graduate
- One year work experience

Approved 11/96
Revised 11/03, 4/08, 1/09,
9/12, 5/13, 7/13,
5/2021, 6/2021