

Librarian III	
<b>Role Title:</b>	Technical Services Librarian
<b>Hours:</b>	40 hours/Full Time
<b>Base Pay:</b>	\$18/hour
<b>Reports to:</b>	Administrative Librarian

## **JOB OVERVIEW**

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*Carries out the cataloging and processing of books and other library materials, oversees material lending and borrowing, and manages material problems and material end-of-life.*

## **DUTIES & RESPONSIBILITIES**

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- Catalog library materials and prepare them for circulation
- Maintain the accuracy and integrity of bibliographic and authority records in the integrated library system
- Generate overdue letters and mail them out
- Run material and reserve reports and resolve issues
- Assess weeded or damaged materials for repair or replacement
- Assess weeded materials for resale, book sale, or recycling
- Assess donated materials for inclusion in the collection or for resale, book sale, or recycling
- Assess and replace contents of kits, board games, and other library materials
- Maintain inventory of processing and repair supplies and reorder as needed
- Process material returns
- Process Interlibrary Loan and FlexShare requests and communicate with patrons
- Prepare and receive IA Shares deliveries
- Attend continuing education classes as required
- Know and uphold library procedures, policies, mission, vision, and goals
- Serve on staff committee(s)
- Perform duties of Librarian II as needed
- Perform other related duties as required

## **MAY INCLUDE**

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- Assisting with library events or programs
- Managing library collection in assigned area(s) to meet community needs

## **SKILLS REQUIRED**

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- Must be able to file library materials alphabetically and numerically
- Must be functional in math and spelling
- Must be able to communicate verbally and in writing with other library staff and the public in English and to follow verbal and written instructions
- Must be able to work without direct supervision
- Must be friendly and polite with public and staff
- Must be able to transport oneself to work-related meetings, workshops, and conferences
- Must be able to interpret complex reading materials and verbal instructions
- Must have working knowledge of Microsoft Office Suite and be able to use computer applications for record keeping, word processing, and communication
- Must have knowledge of or ability to learn Dewey Decimal Classification System and integrated library system platform (Biblionix Apollo)
- Working knowledge of library procedures, practices, and cataloging is preferred

## **PHYSICAL REQUIREMENTS**

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- Must be able to push and pull loaded book carts (approximately 50 pounds)
- Must have physical ability to lift office supplies and library materials from overhead and from the floor (up to 30 pounds)
- Must have physical ability to frequently sit, stand, walk, engage in repetitive motions of the hands and arms, reach and manipulate objects, bend, stoop, or crouch, and climb on and balance on a kick stool
- Must have sufficient vision or other powers of observation, with or without reasonable accommodations, to read print materials and a computer screen, sort and shelve library materials, and maintain patron records
- Must have sufficient powers of speech, hearing, or other common capabilities, with or without reasonable accommodations, to communicate effectively in person and over the phone
- Must have sufficient manual dexterity, with or without reasonable accommodations, to function in a general office environment
- Must have mobility necessary to assist patrons and shelve library materials

## **WORKING CONDITIONS**

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- Work is performed primarily in a library/office environment while sitting at a desk or computer terminal.

## **MINIMUM QUALIFICATIONS**

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- Four-year degree, preferably in Library Science or equivalent
- Experience with online library automation systems
- Must be available to work evenings and weekends as required