CITY OF BELLINGHAM

JOB DESCRIPTION

JOB TITLE: **Library Processing Specialist** **UNION:1937**
SG:106
CLASS TITLE: Library Specialist 1 **CS:N**
FLSA:Y
DEPARTMENT: **Library** **EEO4CODE:PP**
ENTRY/PROMOTIONAL

JOB SUMMARY:

Coordinates and monitors all aspects of physical processing of library materials. Maintains all aspects of serials control. May perform public service work.

SUPERVISORY RELATIONSHIP:

Reports to the Head of Technical Services. Makes work assignments and provides daily direction to mendery staff. Works independently under general supervision and the guidance of City and departmental policies and procedures.

ESSENTIAL FUNCTIONS OF THE JOB:

1. Trains mendery staff on use of various processing equipment and supplies.
2. Oversees the day-to-day operations of the mendery staff, including scheduling.
3. Works within a specified budget.
4. Orders, receives, and monitors mendery supplies and equipment.
5. Maintains all aspects of serials control including ordering, processing, and claiming.
6. Works with vendors on resolving claim issues with serials.

ADDITIONAL WORK PERFORMED:

1. Processes withdrawn materials from collection and updates or deletes holdings from within local and online databases.
2. Updates and corrects existing bibliographic records and authorities in the automated library system.
3. Performs public service desk duties such as checking library materials in and out, inspecting materials for damage, issuing borrower's cards, answering phones, referring patrons to other Library areas and collecting fees.
4. Performs special projects as assigned.
5. Performs other duties of a similar nature or level and any duties within the Library Specialist 1 or lower classification.

PERFORMANCE REQUIREMENTS (Knowledge, Skills, and Abilities):

Knowledge:
- Familiarity with genres, formats and reading levels.
- General knowledge of library collection.

Skills:
- Interpersonal sensitivity sufficient to recognize the special needs and concerns of children and adults.
- Excellent oral communication skills.

Ability to:
- Monitor and regulate and predict use of supplies.
- Perform a high volume of work with accuracy and attention to detail.
- Proficiently use the Bellingham Public Library online catalog, OCLC (Online Computer Library Center) database, other bibliographical tools, and Internet search engines.
- Communicate with patrons, co-workers, and others using courtesy, tact, and good judgment.
- Remain calm and effective when dealing with disruptive behavior.
- Plan and organize workload effectively, with accuracy and attention to detail.
- Work independently, set own priorities, devise own work methods and follow general library protocols and procedures.
- Motivate, train, organize, prioritize and supervise.
- Be flexible and work with frequent interruptions.
- Perform complex duties with little or no direction given.
- Develop and maintain statistical data.
- Detect errors in printed material and in databases.
- And willingness to demonstrate the Public Service Competencies of Service Orientation, Results Orientation, and Teamwork and Cooperation.
- Perform the essential functions of the job. In addition to the usual physical requirements necessary to perform in a library support position, the following abilities are required:
  - reach shelves up to five feet high and at floor level;
  - lift and carry library materials weighing up to 20 lbs., often in a confined space;
  - correctable visual acuity to read a computer screen and a typeset page.

WORKING ENVIRONMENT:

Duties are performed indoors with frequent interaction with co-workers and with the public. Work is performed extensively at a computer work station with periods of prolonged sitting or standing. Station is often shared with other staff. Environment includes a normal range of noise and other distractions working around specialized library equipment and standard office equipment.

EXPERIENCE AND TRAINING REQUIREMENTS:

- Two years of post secondary course work preferably in library science or library technology with course work in cataloging preferred.
- One year of experience in a library support position.
- Cataloging experience in multiple formats preferred.
- **OR** equivalent combination of education and/or experience that provides the applicant with the necessary knowledge and skills.

NECESSARY SPECIAL REQUIREMENTS:

- Must pass Washington State adult/child abuse records and criminal conviction checks prior to hire.
- Must be willing to work various shifts depending upon the needs of the library, including evenings, weekends and holidays.

PREPARED BY: Library Support Class Study Task Force
6/07

REVIEWED BY: _____
Pam Kiesner, Library Director

REF: LIMenderyCoordinator.jd.doc