

## Job Description



### LIBRARY SPECIALIST

Department:	<b>Library</b>	Revised Date:	<b>August 2008</b>
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**GENERAL PURPOSE:** Under general supervision, provides experienced clerical and technical support in the provision of library materials and customer services with responsibility for catalog maintenance, interlibrary loans, and technical functions using automated library system.

#### **PRIMARY DUTIES AND RESPONSIBILITIES:**

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Performs interlibrary loan functions; searches, identifies, and retrieves materials requested by patrons, and materials requested by other libraries; searches online database to find and request materials; manages delivery of books and materials, and maintains transactional statistics; prints and processes overdue notices, and ships books and media.
- Orders, receives and catalogues books and other media and materials to national standards, using Machine Readable Cataloging (MARC) software and cataloging systems to enter information into computer system; researches, identifies and resolves problems with cataloged records and processed materials; prepares library materials for circulation and applies barcodes, security strips, spine labels, genre labels, and covers; orders new books and other materials as directed; withdraws lost and damaged items from inventory and corrects file records; makes minor repairs to library materials.
- Uses knowledge of Library collection and research tools to provide experienced customer service functions in a courteous and respectful manner within scope of training; responds to requests for information within the scope of authority; performs technical support activities for library computer systems as directed; explains library services, policies and procedures; maintains records, archives and files; gathers and compiles data for ongoing library records and reports.
- Assists patrons with computer usage and reference questions; searches files and indexes to assist customers with complex research; checks library materials in and out, processes old and damaged materials, and updates records; assists with administrative office duties; assists with opening and closing of the library; cross-trains and coordinates the work of volunteers and junior staff.
- Assist in the review and evaluation of Library catalog and periodicals subscriptions; represents the Library at regional advisory committee meetings.
- Performs other related duties as assigned or required.

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### **MANAGERIAL RESPONSIBILITIES:**

Provides direction and training to junior staff and volunteers.

### **MINIMUM QUALIFICATIONS:**

#### **Education and Experience:**

High school diploma or GED equivalent; AND three year's experience as a Library Clerk; OR an equivalent combination of education and experience. Associate's degree in Library Science or Computer Technology is desirable.

#### **Required Licenses or Certifications:**

- Must possess State of Arizona Driver's license.

#### **Required Knowledge of:**

- Town policies and procedures.
- Policies, rules and regulations governing the conduct and safety of library programs and facilities.
- Library operations, customer service procedures and research techniques.
- Dewey Decimal System of classification and standard library cataloging conventions.
- Techniques and protocols for researching online bibliographic databases.
- Business and personal computers, and specialized software applications.
- Record keeping and records management practices.
- Customer service standards and protocols.

#### **Required Skill in:**

- Utilizing and maintaining automated library systems and computer equipment.
- Working with several disparate computer database systems.
- Recognizing and resolving conflicts in library data entry.
- Performing clerical library support functions.
- Organizing workload to keep pace with flow of library materials.
- Dealing tactfully and courteously with the public.
- Following verbal and written instructions and procedures.
- Communicating clearly and concisely, both verbally and in writing.

#### **Physical Demands / Work Environment:**

- Work is performed in a standard library environment, with light physical demands.
- Primarily sitting using fingers, hands and arms to reach. Occasional stooping, kneeling, or crouching. Option standing and walking. Ability to effectively communicate using auditory or visual methods.
- Occasionally lift up to 10 pounds.
- Primarily use close vision (clear vision at 20 inches or less).