

Spokane County Library District

CLASSIFICATION: N08

POSITION TITLE: Collection Services Assistant

GENERAL PURPOSE:

Assists Collection Services Manager or Youth Services Coordinator with purchasing, programming, collection management, and administrative support.

POSITION SUMMARY:

Under the direction of either the Collection Services Manager or Youth Services Coordinator, verifies bibliographic information for materials selected for ordering; determines if items are new or added items; initiates reorder or cancellation of orders; informs technical services clerks regarding items status for further action. Makes arrangements for District-wide adult or youth programming. Provides administrative support to the Collection Services Manager or Youth Services Coordinator.

ILLUSTRATIVE EXAMPLES OF ESSENTIAL DUTIES AND RESPONSIBILITIES:

Verifies bibliographic information on materials to be ordered; determines if items are new or added items.

Maintains effective working relationship with vendors. Determines appropriate vendor based on item availability, cost, discounts, and shipping and handling charges; arranges and monitors standing order plans; maintains standing order database information; prepares orders; coordinates with technical services clerks to complete the materials ordering process.

Initiates the reorder of materials or cancels order as appropriate: coordinates the ordering of replacement components for lost or damaged non-print library materials.

Assists in collection maintenance; reviews materials for genre designation; assigns or makes changes from identification slips as needed; reviews gift materials to determine whether they are already in the collection; calls in materials selected for cataloging changes or withdrawal.

Makes arrangements for adult or youth programming. May provide programming.

Provides administrative support to either the Collection Services Manager or Youth Services Coordinator; maintains files and records; may schedule meetings or coordinate special events.

May coordinate the distribution of locally-produced free informational materials.

May coordinate the District's magazine subscription renewals.

May be assigned interlibrary loan (ILL) responsibilities.

May maintain collection of Summer Reading incentive books.

Attends work on a regular and dependable basis.

Interacts in a professional and respectful manner with District staff and the public.

OTHER JOB FUNCTIONS:

Performs other tasks as assigned.

SELECTION FACTORS:

(Candidates selected for employment must satisfactorily demonstrate possession of these factors during a prescribed probationary period, and afterwards, for continued employment.)

Knowledge of:

- Personal computers and associated software, integrated library systems, and the Internet;

- General business office terminology, procedures and practices.

Ability to:

- Work effectively with vendors, co-workers and other district staff members;
- Accept and follow instruction, set priorities, handle details, and multi-task;
- Use initiative, problem solving skills, and judgment;
- Communicate effectively both orally and in writing;
- Use computer systems and various software programs;
- Prioritize tasks, meet deadlines, work accurately, and maintain confidentiality.

MINIMUM QUALIFICATIONS:

Persons applying for a position of this class should have:

High school diploma or equivalent. Two years clerical experience in a business office and one year public library experience. AA Degree may substitute for up to two years of experience. One year experience using personal computer and associated software including word processing, database and spreadsheet; integrated library systems (ILS) experience preferred; **or** any equivalent combination of education, training or experience that assures satisfactory performance of essential job functions.

Valid driver's license and normal risk insurability.

TOOLS AND EQUIPMENT USED:

General office equipment including personal computer with associated software; multi-line telephone, fax, copy machine and calculator; and the Internet.

WORK ENVIRONMENT:

(The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

Work is performed primarily in an office environment while sitting at a desk or computer terminal for extended periods of time. Some travel to a variety of locations to perform work and/or attend meetings is required. Physical exertion to lift office supplies, books, and other materials; repetitive motion using arms and wrists, bending and stretching to retrieve and sort library materials may also be required. Hearing, speaking, and listening to individuals in person and by telephone; reading materials in print and electronic format; using a keyboard, mouse and viewing a computer monitor are also required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

FLSA Class: Non-Exempt

Salary Range: N08

Revised: 07/20/04