

S P O K A N E   C O U N T Y   L I B R A R Y   D I S T R I C T

<b>Job Title</b>	Collection Services Specialist		
<b>Reports to</b>	Collection Services Manager	<b>Supervises</b>	Collection Services Technician
<b>FLSA/WMWA Status</b>	Eligible for overtime	<b>Remote Work Status</b>	Not eligible for remote work
<b>Revision Date</b>	February 2025	<b>Compensation Band</b>	A4
<b>Working Hours</b>	While The District will make a good faith effort to maintain regular, predictable schedules, employees are expected to be available to work a variety of hours; working hours are subject to change and employees are scheduled according to the needs of the District which may include days, evenings, and weekends.		
<b>Required</b>	Background & driver license check		

<b>Job Overview</b>
Working with a limited degree of supervision, this position is responsible for creating, editing, and maintaining catalog records in OCLC and ILS and supervising the processing of materials for the District.

<b>Qualifications</b>	
The ideal candidate will have five years of experience in library technical or collection services, supervisory experience, and experience with OCLC and an ILS. The District may accept an equivalent combination of education and experience in lieu of the above.	
Ability to	Analyze and use reasoning to logically solve problems and contribute to the solution of problems related to library services
	Communicate effectively with staff and customers
	Establish and maintain successful team relationships
	Exercise interpersonal sensitivity while working effectively with individuals of diverse cultures, interpersonal styles, abilities, motivations, or backgrounds
	Follow directions and work quickly and accurately to meet deadlines
	Interact in a professional and respectful manner with staff and customers, demonstrating positive customer service behaviors
	Interpret, apply, and support system wide policies, procedures, and services
	Maintain confidentiality of customer information
	Model behavior for high levels of service
	Travel to a variety of locations to perform work and/or attend work-related meetings and trainings
	Use initiative, problem-solving skills, and sound judgement
Work with and troubleshoot office machines, such as copiers	
Knowledge of	Alphabetic, numeric and/or alphanumeric order
	Dewey Decimal system of classification
	Library services and resources
	Microsoft Office and other software applications
	OCLC
Other	Valid driver license and required insurance when operating a privately-owned vehicle for business purposes

**Job Duties**

*The duties listed are intended only as illustrations of the 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.*

Matches materials to bibliographic records in OCLC; edits MARC fields according to District cataloging guidelines; adds Dewey Decimal call number holdings to OCLC; adds Library of Congress subject headings and series tracings. Identifies incomplete records and upgrades according to AACR2 or RDA cataloging rules.

Responsible for creating, editing, adding, and maintaining catalog records in OCLC and ILS. Makes call number assignments and bibliographic changes requested by the Collection Services Director, Collection Development Librarians or Collection Services Manager.

Supervises the sorting, organizing, and processing of materials for the District.

Downloads/uploads and/or edits bibliographic records to Integrated Library System. Adds call numbers to bibliographic records. Identifies and resolves workflow issues. Performs database maintenance per District guidelines.

Serves as lead cataloger for Collection Services.

Download/upload authority records to ILS; update bibliographic records with corrected headings.

Enforces the Code of Conduct.

Work to resolve internal and external customer issues effectively and with a customer-first mentality; refer to other departments or staff as necessary.

In addition, this position may:

- Respond to customer inquiries regarding library services and operations.
- Clean & disinfect common and shared work areas.
- Perform seasonal tasks such as shoveling snow and spreading ice melt.

Performs other duties as needed or as directed.

**Supervisory Responsibilities**

*The supervisory responsibilities listed are intended only as illustrative. The omission of specific responsibilities does not exclude them from the position if the work is similar, related or a logical assignment to the position.*

Participate in the hiring process.

Provide constructive feedback and on-time performance evaluations.

Identify training needs and recommend/assign training to meet those needs.

Set priorities and expectations.

Serve as a positive role model, embracing change, in order to motivate and coach staff to grow and further their skills.

**Work Environment**

Work is performed in a shared workspace environment.

The noise level is usually low.

Work may be performed outdoors and exposure to extreme weather conditions may occur.

**Physical Demands**

An individual performing the duties in this position may be required to stand, walk, stoop, kneel, reach, bend, and/or crouch; lift, carry and/or grasp up to 40 pounds and/or push and/or pull objects weighing up to 200 pounds on a wheeled cart or hand truck.

**Psychological Demands**

Make decisions, supervise staff, learn new tasks, remember processes, maintain focus performing repetitive duties, communicate with customers and other staff, interact with or witness interactions with individuals who may be angry, hostile, experiencing mental and/or physical health issues.