

Position Title	Collection Services Assistant		
Working Title			
FLSA Status	Eligible	Job Code	0475
Salary Band	A2	Revision Date	1/2019

General Purpose

Under close supervision and/or clearly defined procedures, provides clerical support for the acquisition, receipt, and distribution of materials for customer use.

Illustrative Examples of Duties and Responsibilities

Places orders for library materials selected for purchase and receives confirmation. Establishes new vendor accounts as appropriate.

Monitors back orders; corrects inaccurate invoices and purges old orders.

Maintains records of all items on order; corrects duplicate orders; receives, sorts and processes mail and vendor invoices; confirms receipt of new acquisitions; checks received items against order file to ensure receipt of proper items; submits invoices for payment.

Resolves shipping and invoice discrepancies with vendors. Identifies damaged, erroneous or deficient shipments and secures credit adjustments from vendors as warranted.

Performs item maintenance such as changing call numbers or item designation from youth to adult; verifies item has been processed correctly; adds items to the ILS and verifies it matches the appropriate bibliographic record; may make limited changes to bibliographic records.

Prepares correspondence and reports for acquisition orders; maintains periodical renewals and claims.

Provides Interlibrary Loan clerical support; provides clerical support for Collection Development projects as needed.

Orders office supplies for the department.

Performs other related tasks as assigned

Supervision

Reports to: Collection Services Manager

Supervises: n/a



www.sclld.org
 Administrative Offices
 509.893.8200
 fax 509.893.8472

Airway Heights Library
 509.893.8250
 Argonne Library
 509.893.8260

Cheney Library
 509.893.8280
 Deer Park Library
 509.893.8300

Fairfield Library
 509.893.8320
 Medical Lake Library
 509.893.8330

Moran Prairie Library
 509.893.8340
 North Spokane Library
 509.893.8350

Otis Orchards Library
 509.893.8390
 Spokane Valley Library
 509.893.8400

Minimum Qualifications

Required

- High school diploma or equivalent
- Two years' general clerical experience

Preferred

- Associate's degree
- Clerical experience in a public library

The District may accept an equivalent combination of education and experience in lieu of the above requirements.

Necessary Knowledge, Skills & Abilities

Knowledge of

- General office terminology, procedures and practices.

Skill in

- Use of computers and associated software programs, Integrated Library System, Internet and Web resources.

Ability to

- Communicate effectively with staff and others, both orally and in writing
- Consistently demonstrate effective customer service behavior(s);
- Interact in a professional and respectful manner with District staff and the public;
- Maintain confidentiality of customer information;
- Establish and maintain effective working relationships in a team environment;
- Use initiative, problem-solving skills, and sound judgment;
- Work quickly and accurately; follow directions; meet deadlines

Work Environment/Physical Demands

Work is performed primarily in an office environment while sitting/standing at a desk for extended periods of time. This position requires frequent contact with staff and vendors.

An individual performing the duties in this position may be required to sit or stand for long periods of time, lift or move up to 40 pounds, and/or push and/or pull objects weighing 50-100 pounds on a wheeled cart or hand truck.



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Special Requirements

- Criminal background check required.
- Must have valid driver's license and required mandatory insurance when operating a privately owned vehicle for business purposes.
- Must be able to travel to other locations to perform work, and/or attend work-related meetings, workshops or conferences.

The duties listed above 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.

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.



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