

Position Title	Collection Services Specialist		
Working Title			
FLSA Status	Eligible	Job Code	
Salary Band	A4	Revised	New 1/2019

General Purpose

Working with a limited degree of supervision, this position is responsible for creating, editing, and maintaining catalog records in OCLC and ILS and overseeing the processing of materials for the District.

Illustrative Examples of Duties and Responsibilities

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

Serves as lead cataloger for Collection Services; may train other department staff.

Makes call number assignments and bibliographic changes as requested.

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.

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.

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

May create and maintain serial control records in ILS; work with public services staff in resolving serial control issues.

Performs other related duties as assigned.

Supervision

Reports to: Collection Services Manager

Supervises: Collection Services Page

Minimum Qualifications

Required

- Associate's degree
- Five years' recent experience in library technical or collection services
- Experience with OCLC and ILS

Preferred

- 2 years supervisory experience



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

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

Necessary Knowledge, Skills & Abilities

Knowledge of

- General business office terminology, procedures and practices.

Skill in

- Use of personal computers and Microsoft Office software and Integrated Library Systems

Ability to

- Communicate effectively both orally and in writing.
- Function independently, be flexible, and maintain effective working relationships in a team environment.
- Manage detail, recognize and set priorities, meet deadlines, follow directions, and work accurately.
- Work effectively with co-workers, staff and vendors in a cooperative and respectful manner.
- Manage detail, set priorities, meet deadlines, and maintain confidentiality.
- Use initiative, problem solving skills, and judgment.
- Maintain confidentiality of privileged or sensitive information.
- Establish and maintain effective working relationships in a team environment.
- Consistently demonstrate quality customer service behavior(s).

Work Environment/Physical Demands

Work is performed primarily in an office environment while sitting/standing at a desk for extended periods of time. The noise level is usually moderate.

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 book truck.

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.



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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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