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| Position Title | Collection Services Technician | | |
| Working Title | | | |
| FLSA Status | Eligible | Payroll Code | 0100 |
| Salary Band | A1 | Revision Date | 09/11/2020 |

General Purpose

Under close supervision, receives, sorts, organizes and processes materials and performs routine clerical tasks in support of District operations.

Illustrative Examples of Duties and Responsibilities

Receives, sorts and processes new materials:

- Checks materials for defects
- Matches number of items and titles to documentation and sorts/prepares materials for further processing; reports shipment issues to appropriate staff
- Produces and places call number, collection and other labels on materials
- Applies dust jackets, and book tape to materials, as appropriate

Packs library materials for shipment; places items in shipping room for distribution to designated libraries.

Cleans and disinfects work and common areas during assigned shift.

May perform seasonal tasks such as shoveling snow and spreading ice melt.

Performs other related tasks as assigned.

Supervision

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| Reports to | Collection Services Specialist |
| Supervises | N/A |

Minimum Qualifications

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| Required | N/A |
| Preferred | High school diploma or equivalent One year customer service or clerical experience. |

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

Necessary Knowledge, Skills & Abilities

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| Knowledge of | Principles of alphabetic, numeric and/or alphanumeric order. |
| | Dewey Decimal system of classification, or the ability to learn to use the system |
| Skill in | Use of Microsoft Office applications |
| Ability to | Follow written and oral instructions |
| | Use library circulation software |
| | 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

Work is performed primarily in a library or office environment. The noise level is typically quiet to moderate. 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 for extended periods of time; lift and/or grasp up to 40 pounds and/or push/pull objects weighing 50-100 pounds on a wheeled cart or hand truck.

Special Requirements

Subject to background check, per policy.

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 various 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.