

Position Title	Collection Services Assistant		
Working Title	N/A		
FLSA Status	Eligible	Job Code	0475
Salary Band	A2	Revision Date	01/2022

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. 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. returns 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.

Cleans and disinfects work and common areas during assigned shift.

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.

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

Performs other related tasks as assigned.

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.

Supervision

Reports to:	Collection Services Manager
Supervises:	N/A

Qualifications

The ideal candidate will have two years of recent clerical and/or public library experience.

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

Necessary Knowledge, Skills & Abilities

Knowledge of	General office terminology, procedures, and practices.
	Alphabetic, numeric and/or alphanumeric order
Skill in	Use of Microsoft Office and other software applications
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

Work is performed primarily in an office environment. The noise level is usually quiet to moderate.
Work may be performed outdoors and exposure to extreme weather conditions may occur.

Remote Work

Not eligible for remote work.

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, carry and/or grasp up to 40 pounds and/or push and/or pull objects weighing 50-100 pounds on a wheeled cart or hand truck.

Special Requirements

Background check required per policy.
Must have valid driver's license and required 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 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.