

Position Title	Collection Services Specialist		
Working Title			
FLSA Status	Eligible	Job Code	
Salary Band	A4	Revised	01/2022

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 supervising the processing of materials for the District.

Illustrative Examples of Duties and Responsibilities

Supervises 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.

May clean and disinfects work and common areas in the department.

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

Performs other related duties 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:	Collection Services Technician

Qualifications

The idea candidate will have five years recent 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.

Necessary Knowledge, Skills & Abilities

Knowledge of	Alphabetic, numeric and/or alphanumeric order
	General office terminology, procedures and practices.
	Dewey Decimal system of classification
Skill in	Use of Microsoft Office and other software applications
Ability to	Communicate effectively both orally and in writing.
	Work quickly and accurately; follow directions; meet deadlines.
	Interact in a professional and respectful manner with District staff and the public
	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

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; 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.