



CLASS SPECIFICATION FOR:

## Library Collection Management Specialist I (Technical Services)

### General Statement of Duties:

Performs assigned duties proficiently for one technical services support area such as acquisitions, processing or cataloging; does related work as required.

### Distinguishing Features of Class:

This is the first level in an approved career development series. Assigned duties vary based on primary technical services assignment area. Primary assigned duties will include basic proficiency in one assigned technical services area as noted above. Work is performed at one assigned location under the direction of the supervisor and senior staff.

### Examples of Assigned Duties *(illustrative of the types and scope of duties and responsibilities assigned to positions in this class):*

May be assigned to Acquisitions:

- Creates orders in ILS and places orders with appropriate vendors;
- Receives, inspects and verifies shipments, reconciles shipments with ILS records and vendors and resolves discrepancies, and creates invoices in ILS;
- Accurately maintains, runs and distributes established reports and spreadsheets as assigned;
- Collects, compiles and enters data in the Library Stats Database and other section specific data tracking tools;
- Performs quality control of outsourced physical materials and notes/corrects discrepancies;

Or may be assigned to Processing:

- Enters leased books into ILS and performs quality control on processing of all Library materials;
- Transfers and processes identified leased materials to permanent collection;
- Appropriately processes non-outsourced materials, including gifts, donations and replacements;
- Repair and refresh submitted materials;
- Receives into ILS and routes professional materials (e.g. magazines);
- Maintains bookable collections and distributes materials appropriately;
- Responsible for redistributing non-HCPL materials to appropriate owning library, includes working closely with patrons and other system personnel to resolve material redistribution;

Or may be assigned to Cataloging:

- Downloads bibliographic records for a variety of materials and verifies accuracy of records;
- Posts holding to OCLC;
- Creates, deletes and maintains serial control records, including predictions;
- Updates best sellers list weekly
- Monitors and orders supplies as needed or assigned
- Collects, compiles and enters data in the Library Stats Database and other section specific data tracking tools;

Required of all Library Collection Management Specialist I (Technical Services):

- Resolves online inquiries, problem solving, complaint resolutions, refers unusual situations to higher level Specialist and/or supervisor;
- Participates in HR-sponsored classes, completing one class per year as identified in collaboration with supervisor;
- May serve on a special committee, assist with special projects or assist with outreach as assigned;
- Effectively collaborates with and assists other Library staff and colleagues as assigned;
- Serves as liaison with vendors for Technical Services Section on a wide variety of issues such as collection issues, trends, questions, etc. as needed
- Attends all scheduled meetings and required training and maintains all required certifications;
- Performs other duties as assigned.

### Required Knowledge, Skills and Abilities:

Proficiently uses broad knowledge of library practices and standards to accurately order and manage materials for locations; basic troubleshooting skills for PC and RFID equipment; may require proficient working knowledge of current cataloging standards and practices; may require basic working knowledge of task specific equipment such as disk cleaning machine, label maker, etc.; may require sound working knowledge of ILS fund and holding codes; sound working knowledge of Library operations, policies and procedures; basic computer skills with a sound working knowledge of Library systems, software and other equipment incidental to assigned tasks; good attention to detail and excellent



CLASS SPECIFICATION FOR:

## Library Collection Management Specialist I (Technical Services)

organization skills; ability to work accurately in a fast paced environment with interruptions; basic training skills with the demonstrated ability to effectively train other staff as needed or assigned; basic math skills with ability to accurately reconcile invoices and other records applicable to assigned duties; general knowledge of County departments and resources; basic political astuteness to appropriately represent the Library and County in internal and external interactions; ability to accurately and consistently interpret and apply Library and County regulations and policies; critical thinking and problem solving skills with the ability to cost effectively and appropriately solve a variety of issues within County and Library guidelines and requirements; ability to independently resolve routine issues, and appropriately refers unusual situations and questions to higher level Technical Services Specialist and/or supervisor; good oral and written communication skills; ability to express ideas clearly and concisely, orally and in writing; basic ability to research, collect and maintain data, and work with supervisor to consider and weigh a variety of factors in making decisions or recommendations; ability to establish and maintain a good working relationship with Library staff and other stakeholders; ability to accurately and systematically record data and provide detailed records as assigned; physical condition that permits the activities necessary in and inherent to the activities of assigned duties which may include lifting, bending, stooping, pushing, reaching and carrying heavy materials and loaded carts and bins; personal accountability including teamwork and establishing and maintaining positive relationships with the public and colleagues; ability to work independently with minimal direction; excellent customer service and interpersonal skills with the demonstrated ability to interact patiently, respectfully and with tact and courtesy with all patrons, vendors, Library staff and other stakeholders presenting with varying skills levels and needs in order to appropriately address requests and inquiries. Must be able to positively and appropriately represent the County and Library with the public. May require the ability to work at various locations within the County. May require ability to work a flexible schedule as needed.

### Minimum Education and Experience:

Education: High School diploma/GED;

Experience: One (1) year of relevant experience;

OR: Any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

### Additional Requirements:

NOTE: Effective 4/1/2009 County Ordinance 1128 requires a criminal history record check and fingerprinting of all employees in authorized and hourly safety sensitive positions.

NOTE: All employees are required to successfully complete National Incident Management System (NIMS) Incident Command System (ICS) 700 (Introduction) training. Successful completion of additional NIMS ICS training courses may be required based on the job classification, level of responsibility, and department. Please refer to Fire's Intranet site for a list of NIMS ICS requirements by job classification.

•