



CLASS SPECIFICATION FOR:

## Library Collection Management Specialist IV (Technical Services)

### General Statement of Duties:

Performs assigned duties proficiently for three designated technical services support area such as acquisitions, processing or cataloging; proficiently performs basic circulation duties as assigned; does related work as required.

### Distinguishing Features of Class:

This is the fourth level in an approved career development series. Assigned duties include all three technical services assignment areas plus public services support in circulation. Primary assigned duties will include basic proficiency in three assigned technical services areas as noted above plus basic proficiency performing circulation duties as assigned. Works independently with general oversight from supervisor and other Library staff.

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

#### 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;
- Receive standing order items as delivered, processes invoices appropriately, processes items appropriately;

#### 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;

#### 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 IV (Technical Services):

- Cross trains to proficiently perform basic circulation duties as assigned to include charge, discharge, shelve, process holds, collect fines, register patrons, sort bin materials, answer phones, reconcile patron accounts and other duties as assigned to facilitate material flow in assigned library
- Serves as lead worker assisting with training, coaching, mentoring and directing the activities of other Specialists (Technical Services) and staff as directed;
- Develops and manages approved special projects from concept to completion, including coordinating and managing resources;
- Audit Technical Services data in the Library Stats Database, run reports as assigned;
- May assist with data analysis as assigned;
- Provides ongoing backup support to the supervisor as assigned, may include Authority Control, Original Cataloging, Year End Rollover;
- Routinely participates in outreach activities;
- Consistently cooperates and interacts efficiently with colleagues and including training and cross-training to ensure coverage and staff knowledge and development;
- Participates in educational opportunities, completing four per year as identified in collaboration with supervisor;
- Enrolls in and actively participates in the Emerging Leaders program or other County-sponsored leadership classes;
- Serve on a special committee, assists with special projects and assists with outreach as assigned;



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- May lead or coordinate special projects to completion as assigned, including coordinating resources as needed;
- 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:**

Requires in-depth knowledge of Technical Services resources for three service areas; proficiently uses broad knowledge of library practices and standards to accurately order and manage materials for locations; sound troubleshooting skills for PC and RFID equipment; proficient working knowledge of current cataloging standards and practices; basic working knowledge of task specific equipment such as disk cleaning machine, label maker, etc.; sound working knowledge of ILS fund and holding codes; sound working knowledge of Library operations, policies and procedures; sound working knowledge of Library of VA records management; Sound working knowledge of Library policies and procedures; excellent working knowledge of Library systems, software and other equipment incidental to assigned tasks; basic working knowledge of automated sortation equipment and procedures; basic working knowledge of debit machines and cash registers as used in assigned duties; basic working knowledge of payment machines sufficient to assist patrons with card accounts; demonstrated ability to develop training and instructional materials; demonstrated proficiency in developing and leading projects and projects teams, including effectively managing resources; basic supervisory skills with the ability to train, coach, mentor and direct the work of others; basic data analysis skills with the ability to recognize, interpret and present data findings, trends and inconsistencies; 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 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; basic project management skills with demonstrated ability to lead a project to completion; 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. Requires the ability to work at various locations within the County. Requires the ability to work a flexible schedule as needed.

**Minimum Education and Experience:**

Education: Four (4) year degree in relevant field of study, MLS degree preferred;

Experience: Two (2) years of experience at Level III;

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.