



WASHINGTON COUNTY  
FREE LIBRARY

*Where People & Possibilities Meet*

## Position Description

Employee Name: \_\_\_\_\_

Branch/Department: Collection Management

Job Title: Collection Management Clerk (Library Assistant II)      Grade: 3      FLSA: Nonexempt

**Reporting Relationships:** Reports to the Collection Development Strategist. Contacts normally include Collection Management staff and other library staff.

**Supervisory Responsibility:** None.

### Overall Position Purpose and Summary

Under the supervision of the Collection Development Strategist, this position performs copy cataloging and a variety of Collections Management and technical processing related clerical tasks as assigned; including, but not limited to, the processing of library materials, data entry, laminating, system-wide inventory, discarding of library materials, and basic book mending.

### Minimum Qualifications

High School graduate (or GED) and ability to successfully use a computer. Experience with copy cataloging or Technical Services in a library setting preferred.

### Essential Functions

*Examples are illustrative of this class of work; they are not intended to include all essential functions of all positions in this class. Lists of tasks under each essential function are not exhaustive. Certain conditions, e.g., economic constraints, staffing patterns, changes in system goals and objectives, etc., may necessitate changes to the duties described in this job description.*

Performs the following tasks as needed:

- Opens incoming shipments and verifies accuracy of packing lists and invoices.
- Receives shipments of materials using the Polaris catalog system.
- Creates and modifies item records in the Library catalog, and imports and edits bibliographic records (copy cataloging).
- Processes invoices to authorize payment and updates Polaris records.
- Resolves questions, exceptions, and problems to ensure accuracy of records.
- Physically processes books and media by adding labels and RFID tags.
- Laminates trade paperbacks.
- Participates in pest control issues in relation to library materials.
- Assists with inventory system-wide.
- Checks in magazines and resolves problems with subscriptions and receipt of issues.
- Creates and maintains Polaris serials records system-wide, working with branch managers and other public services staff to ensure accuracy of records and ease of use.
- Repairs damaged library materials, working with the Materials Manager and selectors to determine importance of items and need for repair or replacement.
- Assists with system-wide weeding under the direction of the Collection Development Strategist and the Assistant Head of Collection Management.
- Researches titles recommended by library patrons from all branches and provides background information to selectors for both WCFL and WMRL.
- Places orders with various vendors using online interfaces in connection with Polaris.
- Passport agent certification; assist with passports as needed.
- Participates in departmental meetings.
- Participates in training as needed.
- Other duties as assigned.

### **Collaboration**

Builds and maintains effective relationships with staff at all Washington County Free Library locations.

Uses excellent customer service skills with internal and external customers.

### **Supervision**

None.

### **Other Duties as Assigned**

Assists other departments as needed and as time allows and participates in special projects as requested.

Willingly and cooperatively performs tasks and duties which may not be specifically listed in the position description, but which are within the general occupational category and responsibility level typically associated with the employee's class of work.

### **Work Effectiveness Skills**

Consistently meets the standards of the work effectiveness skills required for this position.

### **Accountabilities**

Include, but are not limited, to the following:

1. Complies with established policies and objectives of the Library and the Collection Management Department.
2. Meets development objectives as established by supervisor.
3. Updates skills by participating in training and other learning opportunities.
4. Learns new technology and methods as necessary to retain proficiency in areas of public library service.

### **Knowledge, Skills, and Abilities**

Includes, but is not limited, to the following:

- Thorough knowledge of the goals, resources, policies, practices, and activities of the Collection Management Department.
- Ability to analyze, understand, and follow complex procedures both oral and written.
- Ability to learn and use a complex ordering, receiving, and inventory system, and knowledge of Word and Excel.
- Familiarity with Polaris, Marina, and OCLC.
- Ability to learn and use OCLC to import and edit records for the purposes of copy cataloging.
- Thorough knowledge of physical and digital formats of library materials and resources.
- Ability to establish and maintain effective work relationships with contacts encountered in carrying out the responsibilities of the position.
- Ability to communicate clearly and effectively.
- Ability to work effectively with minimal supervision.
- Ability to identify, recommend, and implement improvements to work processes.
- Attention to detail and the ability to work meticulously and accurately.
- Ability to communicate effectively in both oral and written forms with patrons and other staff in person and over the phone.

- Ability to physically handle books, DVDs, and other library materials, to pack and unpack boxes, and to push loaded book carts with or without reasonable accommodation.
- Knowledge and skills necessary to work effectively as part of a team toward achievement of common goals and objectives.
- Demonstrated ability to work well under pressure and to meet deadlines, to multi-task and prioritize, to be flexible as needed, and to learn new skills and processes.

#### Working Conditions:

1. Physical Demands: Much use of video display terminals. Lifting and unpacking of boxes, pushing loaded book carts, bending and reaching, and remaining on your feet for extended periods of time. Ability to lift up to 50 pounds with or without reasonable accommodation.
2. Emotional Demands: Some pressure related to sustained periods of high-volume activity and multiple demands.
3. Social Environment: Always people to talk to/work with.
4. Physical Environment: Typical office environment. Some fluctuations in building temperature related to HVAC problems can cause some periods of uncomfortable heat or cold.

WCFL employees work in a diverse environment and are expected to demonstrate respect for and relate to co-workers and customers from many different backgrounds and cultures. The Washington County Free Library is an Equal Opportunity Employer and complies with the Americans with Disabilities Act. The Library's policy is to treat all applicants and employees equally without regard to race, color, religion, age, gender, sexual orientation, national origin, or disability.

The contents of this job description have been reviewed and discussed. The signatures appearing below acknowledge an understanding of the major tasks and duties required in this position.

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Employee Signature

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Date

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Supervisor Signature

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Date