



Campbell County Public Library
Employment Opportunity Posting
Posted July 31st, 2024

JOB OPPORTUNITY

JOB TITLE: Technical Services Specialist (Print, cataloging, and ILS)

WORKSTATION: Newport

SCHEDULE: M-F 9a-5:30p (with some flexibility)
(40 hours a week).

DUTIES: Please see job description for other requirements.

QUALIFICATIONS: Job description attached.

COMPENSATION: \$18.25 per hour

CLOSING DATE: Applications will be accepted until the position is filled.

TO APPLY: Apply online: <http://www.cc-pl.org/about-the-library/job-openings>



Technical Services Specialist

Print cataloging and ILS maintenance

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|---------------------|----------------------------|
| REPORTS TO: | Technical Services Manager |
| JOB CLASSIFICATION: | 5 |
| STATUS: | Non-Exempt |
| REVISED: | 26 June 2024 |

BASIC FUNCTION:

Under the general direction of the Technical Services Manager, the Technical Services Specialist prepares library material for use and creates or edits computer code and database queries to accomplish specified results. Duties may require independent judgement and action. The Technical Services Specialist interacts with other staff members.

The Library expects all employees to observe and develop our core values of Motivation, Positive Attitude, Respect for Others, Strong Commitment to Customer Service, Sense of Humor, Integrity, Honesty, Tolerance and Flexibility.

RESPONSIBILITIES:

- Evaluate MARC bibliographic records for thoroughness and acceptability. Edit and/or replace bibliographic records as appropriate.
- Associate item records with bibliographic records and edit item records as necessary.
- Proofread and revise cataloging of collection materials as directed, identifying data entry conflicts and other errors.
- Expedite processing of bestsellers, first day releases, and reserves.
- Create and maintain an electronic file of job aids for common job tasks.
- Assist with ILS and catalog maintenance using provided SQL queries, SimplyReports software, and/or other reports and resources.
- Serve as backup support for staff ILS and catalog issues in the absence of the Technical Services Manager.
- Refer errors and problems to Technical Services Manager as necessary.
- Serve on committees as assigned.
- Perform other duties as assigned.

EXPERIENCE AND EDUCATIONAL REQUIREMENTS:

- Bachelor's degree or a combination of some post-secondary education and relevant work experience.
- Knowledge of library principles and practices, and the ability to put them into practice.
- Extensive computer experience with standard office software, including Microsoft Office products, email, and internet usage.
- Proficiency with Polaris ILS and MARCEdit software preferred.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to perform successfully the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Individuals may need to sit or stand for extended periods. Manual dexterity to manipulate library materials required. Ability to communicate orally and in writing effectively. Work extensive hours at the computer screen. Reaching above shoulder heights, below the waist or lifting as required to file documents or store materials throughout the workday. Ability to do repetitive tasks with speed and accuracy. Employee may need to carry, push, pull, or lift up to 30 pounds. Proper lifting techniques required. Push and pull fully loaded (100-150 pounds) book trucks. Ability to work under pressure, coordinating multiple responsibilities simultaneously, and meet firm deadlines.

The job description is not a contract between the Library and the employee. The Campbell County Public Library is an at will employer. The job description duties may be changed at the discretion of the Library and/or the Library may request the employee to perform duties that are not listed on the job description.

ACCEPTED BY:

Employee: _____ Date: _____

Supervisor: _____ Date: _____

