



JOB DESCRIPTION

TITLE: Collection Services Associate I
REPORTS TO: Collection Services Manager

DEPT.: Collection Services
CLASSIFICATION: Non-Exempt

Objective:

As a team member of the Collection Services Department, processes library materials

Duties:

1. Opens packages, sorts, and places items in order on a book cart.
2. Print labels and attaches barcodes, spine labels, genre labels, and collection tape to materials.
3. Photograph items and pieces in multipart kits of non-traditional library items.
4. Choose cases and package non-traditional library items.
5. Utilize graphic design software to create contents sheets, dummy cases, shelf tags, etc. for non-traditional library items
6. Document and update procedures related to processing of library materials.
7. Enters information in computer and assists in performing database maintenance.
8. Collects and distributes items to various departments.
9. Manage disposal of discarded items.
10. Assist with shifting and pulling items for weeding or relabeling of library collections as needed.
11. Participates in department and library meetings and serves on library committees as appropriate.
12. Participates in continuing education through library provided training, reading, conferences, and workshops. Shares information learned.
13. Performs other duties as assigned.

Minimum Qualifications:

Education:

High school diploma or equivalent.

Experience:

One year of related experience in a comparable business, organization, or library preferred.

Knowledge, Skills, & Abilities:

- Ability to manage multiple tasks with efficiency, skill, accuracy and appropriate speed
- Ability to work collaboratively as a member of a team with colleagues and managers

- Communicates effectively in English, both orally and in writing
- Ability to read and understand written information and instructions
- Ability to empathize and relate to others' needs
- Ability to provide excellent customer service at all times with members and staff
- Proficiency in the use of email and computer technology
- Attention to detail
- Ability to use good judgment following procedures in support of library policies
- Ability to remain calm under pressure
- Ability to exercise initiative and to make appropriate independent decisions
- Ability to troubleshoot minor problems with computers and peripherals
- Knowledge of Windows, and MS Office, the internet, and ability to learn graphic design software basics
- Demonstrates ease and comfort with emerging technologies
- Ability to alphabetize correctly and to understand numerical arrangement utilizing decimals in order to comprehend, put in correct order, and retrieve materials from shelves
- Experience with integrated library systems (Polaris preferred)
- Ability to successfully search library catalogs
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Supervisory Responsibility:

None.

Physical Requirements:

- speaking, hearing, vision, and manual dexterity sufficient to adequately perform the job
- ability to push/pull up to 100 pounds and lift or move up to 25 pounds frequently
- prolonged sitting and repetitive keyboard use

Working Conditions:

Work is performed in a typical library environment.