

Yakima Valley Libraries

Technical Services Technician

FLSA: Non-Exempt

Job Purpose and Summary

Performs technical services in support of receiving, cataloging and processing library materials. Will uphold the concept of Intellectual Freedom, based on the First and Fourth amendments to the US Constitution, which affords all library users the right to seek and receive information on the subject of one's interest without examination or scrutiny by others.

Supervision Received and Exercised

Receives general supervision from assigned supervisory staff.

Essential Duties and Responsibilities

Any of the following duties may be performed. These examples are not necessarily performed by all incumbents, however, and do not include all specific tasks an incumbent may be expected to perform.

1. Welcomes and serves patrons of the library using high quality customer service practices. This includes: greets customers sincerely, speaks in a friendly manner, welcomes and serves customers without regard to race, color, religion, gender, sexual orientation, national origin, perceived or real disability, age, ancestry, or other characteristics; acknowledges customer's presence as soon as possible, even if occupied; does not communicate any value judgment when interacting with customers, and verifies that customer's needs are met.
2. May at times have unsupervised access to children under the age of 18 or a vulnerable adult or person.
3. Performs copy cataloging of library materials in all formats, including books, CD's and DVD's using AACR2 and Resource Description and Access (RDA) standards.
4. Interprets and applies Library of Congress subject headings and genres and assigns Dewey Decimal Classification (DDC) according to local standards and procedures.
5. Searches OCLC Connexion and matches appropriate bibliographic records to items; imports records from Connexion into integrated library system (ILS) database.
6. Downloads bibliographic and item records received from vendors and imports them into ILS.
7. Creates and links item records to bibliographic records in the ILS; updates item records when changes in status or location occur.
8. Maintain authority records and perform needed authority work in the database.
9. Process lease materials, including downloading bibliographic records, creating item records, physical processing, and managing lease buys and withdrawals.

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10. Maintains magazine and newspaper subscriptions; oversees serial module and serials database creation and maintenance; oversees serials claiming and replacement process; resolves subscription problems with branch personnel.
11. May assist with ordering supplies.
12. Performs clerical and processing duties as needed.
13. Attends meetings and participates in various committees as assigned.
14. Reviews and revises work of co-workers as assigned.
15. Performs other duties as assigned.

Qualifications

1. Two years of college or an Associate of Arts degree from an accredited college.
2. Two years of related, detail-oriented work experience is desirable.
3. In lieu of 1-2 above, equivalent technical training, education, and/or experience may be substituted.
4. A valid Washington driver's license.

Knowledge of:

1. English usage, spelling, grammar, and punctuation.
2. Principles and procedures of record keeping.
3. Principles and practices of basic library work, including the Dewey Decimal System.
4. Current office methods, equipment, practices and procedures including PC usage and familiarity with word processing, emailing systems, and web-based searching.

Skill in:

1. Keyboarding, word processing or entering data at a speed and accuracy level necessary for successful job performance.
2. Developing and maintaining good working relationships.
3. Listening to, understanding and interpreting information received from library vendors and library employees.

Ability to:

1. Gain thorough knowledge of the library's policies, procedures and programs.
2. Learn and practice the principles of intellectual freedom.

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3. Represent Yakima Valley Libraries in a positive, responsive manner to vendors and the public.
4. Pay strong attention to detail and use critical thinking skills to perform essential job functions.
5. Learn and master the procedures related to the receiving and cataloging of library materials. Use available cataloging tools, including but not limited to MARC System Format, AACR2, RDA, and Library of Congress Subject Headings.
6. Establish priorities and organize workload; manage time effectively and remain on task despite interruptions.
7. Establish and maintain a pleasant and productive working atmosphere and maintain composure and work under the stress of handling several tasks at one time.
8. Keep relevant parties informed of major issues and recommend changes as appropriate.
9. Work and communicate effectively with diverse staff in order to accomplish library goals and objectives.
10. Operate relevant computer systems, including hardware, software, and office machines.
11. Attend work on a regular and dependable basis.

Work Environment and Physical Demands

1. Normally seated, standing or walking at will.
2. Normal physical activity including some bending, pushing, pulling, and lifting and carrying, which may range up to 45 lbs. upon occasion. Frequent pushing/moving library materials weighing up to 120 pounds with mechanical assistance, such as cart or dolly.
3. Frequent and repetitive lifting of books weighing up to 20 lbs. from cart to desk and back.
4. Keyboarding and working at a computer monitor for extended periods required.
5. Phone usage, reading, speaking, and listening required.
6. Interaction with other staff members will be necessary for information and to resolve situations or problems.

Signature

Date