

Winnefox Library System

Position Description

Position: WCTS Page
Part-time, non-exempt position

Date: January 29, 2014

General Purpose: Processes new materials and refinishes DVD and CD discs for the Winnefox Cooperative Technical Services. This service primarily serves the 19 public libraries in Green Lake, Marquette, and Waushara Counties.

Supervisor: WCTS Program Coordinator

Salary Matrix Level: XA

Essential Duties and Responsibilities

Duty / Responsibility	Performance Standards
Cooperative Purchasing and Processing	
Processes new materials for the libraries <ul style="list-style-type: none"> • Covers books with plastic covers • Stamps library ownership stamps • Adds labels 	New materials are processed correctly and sent to the libraries within one week of receipt
Understands and is able to use the Winnefox shared ILS	Items are charged and discharged correctly
Meeting Planning and Attendance	
Assists in preparation of materials for meetings and workshops	Meetings and workshops are well prepared and run smoothly
Rotating Collections	
Manages the large print rotation <ul style="list-style-type: none"> • Chooses titles for the libraries • Packs the rotation to send out • Unpacks and discharges items when returned • Handles problems and issues as they arise 	Libraries are satisfied with the diversity of their rotations.

Discharges and shelves materials for the Rotating Collections	Materials are discharged correctly and are on the shelf in their proper locations
Weeds the Large Print Collection as directed by the program coordinator	Outdated, unpopular items are withdrawn – the collection stays current
Advises the Program Coordinator on weak areas in the Large Print Collection	Purchases are made in the correct subject areas to ensure a well-rounded collection
Other Items	
Refinishes DVDs and CDs for the libraries	Libraries are able to prolong the life of their DVDs and CDs
Loads and unloads daily van delivery boxes. Sorts items received	Items sent by the libraries are directed to the correct person. Items are labeled correctly for the libraries

KNOWLEDGE, SKILLS AND ABILITIES

- Ability to work independently without direct supervision.
- Computer skills including confident use of personal productivity software (word processing, spreadsheet, etc.)
- Interpersonal skills; capable of working in a team environment.
- Skill in communicating effectively with people from diverse backgrounds.
- Ability to adapt to change and learn new ways of doing things, including new technologies.

REQUIRED EDUCATION AND/OR EXPERIENCE

High School Diploma or its equivalent. Additional course work desired; Library work experience preferred.

TOOLS AND EQUIPMENT USED

Typical office equipment, computers and software including computer workstation, computer projector, calculator, fax machine, photocopier, telephone, and printers.

PHYSICAL DEMANDS

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

While performing the duties of this job, the employee may be required to stand for extended periods of time; talk and hear; use hands to dial, handle, or feel objects or controls; and reach with hands and arms. The employee may be required to kneel, walk, stand, bend, twist, push and pull. Job requires employee to be able to push carts and lift boxes weighing up to 50 pounds.

WORK ENVIRONMENT

Typical office environment. The person in this position may travel to meetings in member libraries several days per month.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview; background check; and job-related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

This job description does not constitute an employment agreement between the employer and employee. It is subject to change by the employer as the needs of the employer and requirements of the job change.