

## Winnefox Library System Position Description

**Position:** WCTS Office Clerk

**Date:** November 21, 2023

**General Purpose:** Is responsible for the ordering and barcoding of items ordered by the Winnefox Cooperative Technical Service (WCTS). This service primarily serves the 19 public libraries in Green Lake, Marquette, and Waushara Counties.

**Supervisor:** WCTS Program Coordinator

**Supervises:** WCTS Pages (in absence of WCTS Program Coordinator)

### Essential Duties and Responsibilities

Duty / Responsibility	Performance Standards
<b>Administration</b>	
DVD refinishing machine	Cleans and refinishes the DVD's as they need to be cleaned for libraries and documented for billing
Records statistics on items processed	WCTS Coordinator has accurate numbers for year-end statistics
<b>Supervision</b>	
Supervises WCTS pages in the absence of the WCTS Program Coordinator	Office is managed in an efficient manner
<b>Cooperative Purchasing and Processing</b>	
Assists in preparation of monthly Material Review Lists	Lists are issued monthly and contain titles that are appropriate for member library collections. Members are satisfied with the items selected and mix of subjects and genres in the lists.
Places orders for new materials	Orders for materials are sent out monthly. Special orders are sent out weekly.
Verifies new items when received	Items are checked in when received. Libraries are able to accurately see the status of their orders

Barcodes items for individual libraries	Items are barcoded correctly.
Creates short records as needed	Bibliographic data is entered accurately and in the proper format.
Assists with the physical processing of items	Materials are processed according to library specifications. Materials are processed and sent to the library within one week of receipt.  Outdated materials are updated and corrected when sent to the WCTS office.
Handles titles in the WCTS office with holds	Items with holds are sent out daily
Assists with filling supply orders	Libraries receive supplies as requested
Attends meetings with the libraries occasionally to collaborate ideas	Is aware of how libraries on how WCTS catalogs and processes items. Library staff feel comfortable collaborating with WCTS office.
Assists with book repair	Skills are maintained with continuing education. Libraries receive expertly repaired materials.
<b>Meeting Planning and Attendance</b>	
Assists the WCTS Program Coordinator with meeting preparation	Prep work is done so meetings run smoothly and efficiently
Attends Winnefox staff meetings	Winnefox staff are kept up to date on WCTS activities. WCTS staff are informed of Winnefox policy, procedure, or staff changes.
<b>Rotating Collections</b>	
Enters new items ordered for the collections into the catalog.	Materials are entered efficiently and accurately
Manages three Rotating Collections in the absence of the Program Coordinator (Audio Book Circuit, Large Print, and Wonderbook)	Rotation is handled in an efficient and seamless manner. Library staff questions are addressed in a timely manner.

**KNOWLEDGE, SKILLS AND ABILITIES**

- Ability to work independently without direct supervision.
- Ability to supervise the work of subordinate staff.
- Ability to establish and maintain effective working relationships with member library staff and Winnefox staff.
- Computer skills including confident use of personal productivity software (word processing, spreadsheet, email, calendaring, presentation) and web-based communication tools.
- Interpersonal skills; capable of working in a team environment.
- Coaching skills, including the ability to clearly and patiently explain how and why tasks are to be performed.
- Skill in communicating effectively with people from diverse backgrounds.
- Ability to effectively delegate tasks to maximize productivity.
- Ability to handle multiple projects and deadlines
- Ability to adapt to change; willingness to teach and learn new ways of doing things, including new technologies.
- Ability to work collaboratively with Supervisor and Library Directors.
- Willing to learn new software and troubleshoot issues as they arise.

**REQUIRED EDUCATION AND/OR EXPERIENCE**

High School Diploma or its equivalent. Post High School Course work desirable.

**TOOLS AND EQUIPMENT USED**

General 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.

**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.